The American Legion Leadership College Department of Virginia

Post Executive Committee

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AGENDA

- Introductions
- What is an Executive Committee / Functions Responsibilities
- Limitations
- Approved uses
- Executive Committee Issues
- Bottom Line/Final Considerations
- Questions/Discussion

INTRODUCTIONS

- What Post are you from? Size ?
- How long have you been a member?
- Current Position?
- **Are you a member of your Post EC (Size)**
- Have you held any offices in the Legion?
- **What are your expectations from this class?**

Executive Committee Description

"The executive committee, serving as the **post's board of directors**, is entrusted with the governance and management of post business operations. The board should meet regularly or as often as the commander deems necessary. In some cases, the committee is further charged with operational tasks such as assisting or approving the hiring of employees and authorizing and approving non-budgeted expenditures. This reiteration of their responsibilities should instill a sense of security and confidence in committee members' decision-making abilities. They also hear reports of post committee chairpersons and provide business oversight regarding post affairs.

Delegating these functions to the executive committee is in no way intended to usurp the membership's powers through regular post meetings. Instead, this allows the post's routine business affairs to be handled outside post meetings. Committee reports, un-budgeted expenditures and items of general interest to members should be handled and ratified during post meetings. The key to effective post meetings is using the executive committee correctly. The post meeting that becomes bogged down in arguments on petty details is interesting only to those engaged in the conflict."

Charge

Composition & Function

The post executive committee is made up of Post officers and at large members.

Size varies by post. Check your post By-Laws and Constitution

<u>Primary Function:</u>

To administrate day to day operations between post meetings.

Description

Remember all decision by the post executive committee MUST be ratified by the general membership at the next post meeting.

Executive Committee Responsibilities

- General Government & Management of Post
- Assisting or approving the hiring of employees
- Approving ALR & SAL elected Officers
- Approving non-budgeted expenses
- Approve recommendations of Post Committees
- Provide oversight of Post business affairs
- Ensure continuity of Post business between membership meetings.

Limitations of Executive Committees

"Delegation of these functions to the Executive Committee is in no way intended to usurp the membership's powers through regular Post meetings.

Instead, this allows the routine business affairs of the Post to be handled outside of Post meetings.

"Committee reports, un-budgeted expenditures and items of general interest to members should be handled and ratified during Post meetings."

Duties…

From the Officer's Guide

What it is NOT used for

- Duties…
- Conducting Post Trials
- As a means to harass or intimidate Post Members
- Override Post Membership decisions or desires
- Neglect written Post Bylaws
- Purchase or loan Post property or equipment without specific Membership approval
- Conduct personal business via this committee
- Determine participation or contributions to activities inside or outside the Post without Membership approval
- Determine participation or support of any and all political related events
- Perpetual Members serving on the Executive Committee that remain there for the purpose of specific groups maintaining “control” over a Post

What it may be used for

- To make emergency purchases for the Post provided it is a specific amount of money previously approved and documented in writing and voted upon from the Membership

- Suspend a Member from the Social Quarters if he/she is an immediate and documented threat to the other Membership or Post; However a Post Trial must occur if this takes place

- Address all Post concerns to the Commander and Membership regarding security, operations, logistics, finance, administration, employee and rentals etc.

Past Department Issues

- A District Commander using the position to conduct Post Trials using the Executive Committee as Judge & Jury
- A Post that kept it's Executive Committee in place so long that they were "running" the Post NO matter who was elected Commander
- An Executive Committee that was attempting to obtain monetary benefits for their services
- One Executive Committee was engaged in personally selecting Post leadership on a yearly basis

Past Department Issues (Cont.)

- An Executive Committee who paid an outside organization for services NOT approved by the Membership

- Hiring Post employees NOT properly vetted who were "fired" from previous employment over financial issues; in the majority of cases they were friends or family members

- Conducting so-called "secret meetings" and NOT reporting them via Minutes

- Using the positions on the Executive Committee as a "regal perch" from which to conduct Post business

Duties…

Bottom Line!

"The main purpose of the Executive Committee is to "steer" the Post in the direction that follows the policies, procedures and standards of The American Legion. It should be composed of mature, experienced and insightful Legionnaires whose goal is to follow the FOUR PILLARS of our organization by providing thoughtful leadership".

Final Considerations

- Who is on your Post's Executive Committee?
- How often do they meet?
- Minutes are MANDATORY
- Executive Committee Members are NOT above other Post Members
- Executive Committee is NOT the final decision maker - Post Membership makes the final decision **ALWAYS**

Questions/Discussion

- Are there any questions?

- Feel free to contact me later

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