ADJUTANT DUTIES

The Adjutant is the personnel officer, the intimate contact with the individual Post member, maintains the membership records, minutes of meetings, checks up and assists the work of the other officers and committees, and publishes official orders, announcements and instructions.

- Maintain Post Records
  - Post Charter
  - Post, Department and National Constitution and Bylaws
  - Meeting Minutes & Correspondence (See attached detail on minutes)
  - Reports of Officers and Committees
  - Communications from District, Department and National
  - Articles of Incorporation (Adjutant may also be the Secretary of the Corporation and/or Registered Agent for State Corporation Commission

- Maintain Bulletins & Periodicals
  - The American Legion Magazine
  - Dispatch
  - The American Legion On-Line
  - The Legionnaire / Virginia Legionnaire
  - Post Standard Operating Procedures
  - Post Newsletters

- Administrative Paperwork
  - Certification of Post Officers – Directory Info and use by National
  - Membership Eligibility (DD-214)
  - Certification of Legion Eligibility for Auxiliary, Junior Auxiliary and Sons of the American Legion
  - Change of Address for members – Post Newsletter…Also renewals!
  - Tax Exempt Status/Employer Identification Number (EIN) – Annual IRS Form 990!
  - Post Data Report – Dues info and return mailing address for following year's dues
  - Other Correspondence

- Membership Support
  - Membership Register/Membership Cards/Dues
  - Continuous Membership
  - Membership Applications & PUFL
  - Member Data Form – Uses (Transfers/Deceased/PUFL/Honorary)
  - Membership Awards - Department & National
  - ALPOP (American Legion Post Officers Portal) or just mylegion.org

- Certificates and Awards
  - Military Awards and Decorations
  - Korean War Service Medal (KWSM)
  - Cold War Recognition Certificate
  - Korean Defense Service Medal (KDSM)
  - Presidential Memorial Certificate
  - Other awards & certificates

- Post Officer and Committee Support
  - Assist with meeting/documentation requirements
  - Consolidated Post Report
  - Americanism Report
  - Children and Youth Report
  - Veterans Affairs and Rehabilitation Report
  - Four Chaplains Report

- Emergency Assistance (C&Y or Service w/your assistance)
  - National Emergency Fund (NEF)
  - Temporary Financial Assistance (TFA)
  - Family Support Network (FSN)

- Legion Supplies (Emblem Sales)
  - Legion Caps
  - Name Tags
  - Awards and Certificates
  - Books and Pamphlets Plus much more….

- Resources
  - Post Adjutant's Manual
  - Post Officers Guide and Manual of Ceremonies
  - Post Operations Manual
  - Membership Awards Manual
  - Emblem Sales Catalog
  - District Officers & Department and Nation Headquarters Staff
  - Web Sites

- Websites
  - Department: http://www.valegion.org/
  - National: http://www.legion.org/
    - http://www.legion.org/index
    - http://www.legion.org/publications
  - ALPOP Info: http://www.legion.org/alpop
  - ALPOP: http://www.mylegion.org/ (click on Post/Departments Click Here)
  - Veterans Administration: http://www.va.gov

Records

  - http://www.archives.gov/veterans/
  - http://www.archives.gov/veterans/evetrecs/index.html

- QUESTIONS & ANSWERS FOR ADJUTANT INFO.

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MINUTES

Meeting minutes should include essential details like the ** date, time, and location**, attendees and absentees, and the agenda items discussed, focusing on decisions made, motions passed, and action items (who, what, when) rather than verbatim conversation, ensuring clarity on outcomes and responsibilities for official records. Key elements also include the approval of previous minutes, start/end times, and space for signatures.
Essential Information (Header)

Meeting Title/Group: Name of the organization or committee.

Date, Time, Location: When and where the meeting took place.

Attendees: Names of those present and absent.

Chair & Minute-Taker: Names of the person leading and recording.

Meeting Type: Regular, special, etc.

Meeting Details (Body)

Agenda: Follow the agenda order, summarizing key discussion points for each item.

Motions: Exact wording, who made it, who seconded it, and the vote outcome.

Decisions & Actions: Clear outcomes, agreed-upon next steps, tasks assigned (assignee & deadline), and any reports presented.

Approval of Previous Minutes: Note acceptance or any amendments.

Other Business: Any new topics raised.

Conclusion

Adjournment Time: The official end time of the meeting.

Signatures: Spaces for the minute-taker and approving authority.

What to Leave Out (Generally)

Verbatim quotes (unless a formal motion or legal requirement).

Subjective opinions or unnecessary chatter.

Items not germane to subjects discussed

Personal information/derogatory comments

FINANCE OFFICER DUTIES

The finance officer must be a person of proven integrity and experience in handling financial affairs. The post is dependent on finance, just as any other organization, and will do well to accept expert advice in formulating and administering its financial policy. The finance officer usually chairs the finance committee and is in charge of all receiving and disbursing of post funds

- Preparation of Post Budget
- Collecting & Accounting for Funds
- Paying all bills & obligations
- Ensuring post personnel are bonded
- Ensuring property is insured & post has appropriate liability protection
- **Tax Reporting (IRS 990, W-2, 1099, 941, etc) as appropriate***
- Ensuring appropriate other taxes are paid:
  - Retail Sales/Food Taxes
  - Cigarette
  - Payroll
  - Personal Property/Real Estate*
  - Other as required
- Licensing
  - Business
  - Kitchen
  - ABC
  - Gaming
  - Other as appropriate
- Maintenance of all financial books and records for
  - Taxes
  - Audits
  - Consolidated Reporting
  - Other as appropriate
- Ensuring appropriate third parties audits are performed.

- Resources
  - Post Operations Manual
  - Post Officers Guide
  - Emblem Sales Catalog
  - District Officers & Department and Nation Headquarters Staff
  - Websites
- Keys to Success
  - Know your Post
  - Attention to Detail
  - Organization
  - Golden Rule
  - Use all your resources – Local & Professional
  - Communicate & LISTEN!

- QUESTIONS & ANSWERS.

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