Training Agenda

**Commanders**

Welcome to your position:

Post Officer Guide (POG) page 8

**Commander**

Your ability to lead is recognized by your election to the office of post commander. Now you must draw on your ability and past experience while developing new skills to help the post prosper.

*The charge you have accepted, commander, is broad and difficult. How you respond will determine to a large degree the standing of The American Legion among your associates and within the community. Your own ability, the support of district and department officers, the information in this guide, and the help you will get from the post officers who form your team will together make the performance of your job possible. As you look to the overall operation of the post, you’ll realize you have stepped to another level. You may see the step as too high, but as you proceed, following the suggestions and rrecommendations in this guide, you may find your year as commander the most rewarding of your life.*

 Chair at membership meetings and executive committee meetings

 The protector of membership rights. With Roberts Rules of Order everyone has a voice, with time limits but they have a voice. If the member is not disrespectful in presentation they should receive the floor.

Three things a Commander should do immediately:

1. Read your Post Constitution and ByLaws and pay attention to the following
	1. The size of a quorum
		1. Why is a quorum size important?
		2. What happens if there is not a quorum?
		3. Are there penalties if a quorum is not present?
		4. The Post is a Corporation an entity recognized by the State of Michigan and the post is subject to the laws of the state.
	2. Spending limits by the executive committee and committees
		1. What needs approval by who?
	3. Elected officer positions and duties
	4. Appointed officer positions and duties
	5. Note any deadline dates you may have
	6. Are your membership dues in your bylaws?
	7. How to give notices of meetings, special meetings, and amending the bylaws.
2. Read your District and Department By Laws
3. Sit with your Post Adjutant and Finance Officer and take a Self Quiz and inventory of important documents
	1. Finance Records
	2. Minutes of Meetings
	3. Charter
	4. Articles of Incorporation
	5. EIN

What is the difference between a Post and a House?

Use an agenda

What should you do first as commander?

 Hold an organization meeting for setting goals:

1. Membership
2. Fundraising
3. Program participation
	1. How many will the post send to Boys State?
	2. How many will the post send to Student Troopers
	3. What programs should the post support

Perform a Post Audit/Analysis with everyone, where does your post stand?

The information obtained would determine what committees need to be established with in the Post.

Can your annual dues cover the expenses related to your administrative costs: postage,

stationery, and per capita payments? These are costs every post must cover to stay functional.

If the community is to benefit from an American Legion project, don’t hesitate to

solicit the community for funds.

Don’t ask the public to give in the name of charity for any project that benefits primarily to

Legionnaires.

Ideas for Commanders

Establish a Welcoming committee – headed by Sgt-at-arms

Does the everyone in the post know how to greet a new member?

Encourage ALL officers and members to take the American Legion Basic Course

Do formal training at meetings -

What is your communication strategy?

 Call-em-all.com

 Mailchimp.com

 Click2mail.com

 Newsletter

 Facebook

 Website

Who are you mentoring?