



The American Legion Department of Florida 5th District



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www.al5thdistrictfl.org

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SUBJECT: 5th District Meetings for the Newcomers

Have you just been elected Post Commander or been designated to attend District meetings? The exchange and sharing of information between posts and the District is critically important to what we all do. There is a calendar of scheduled monthly 5th District meetings posted at www.al5thdistrictfl.org. All District meetings, start at 2 PM, normally the 2nd Sunday of the month. For those attending the first time, here are some things you need to know to make the meetings informative and to move the meetings along in a timely and orderly fashion. Don't forget it is a meeting, wear your cover!

- 1. Prepare a written progress report for your Post.** This report should concentrate on the past month's activities for your post. Inform the District in this report about your Post's current membership data and what the post is doing to support programs. Check the Department membership reports published every Thursday www.floridalegion.org and provide the latest membership data for your post. Do not list parties and social events unless they are linked to the support of a Legion program. **Provide a written report**, not hand written notes on a bar napkin, **to the District Adjutant before the start of the meeting.** Report does not have to be long or detailed, keep it short and simple.
- 2.** When roll call is called it is called in the numeric order of Posts, i.e., 9, 37, 54.....401. Each represented Post makes two responses when called. **The first response** (here, yes, or present) **indicates the Post is represented at the meeting. The second response** you give, once again here, yes or no, **indicates whether the Post Commander is present** at the meeting. If Commander is not present then the representative of the Post should rise and identify him or herself during the roll call. Commander attendance is one criteria for the District COY award.
- 3.** You will be called upon to verbally deliver your Post report, please remember; keep it simple, membership and Legion program information. If your Post is having a party or some event you would like other posts to be aware of, bring fliers or other information and pass it out.
- 4. A meeting agenda is posted one week prior to the meeting on the District web page, www.al5thdistrictfl.org.** If any Commander wants a subject or special speaker on the agenda please contact the District Commander or Vice Commanders. If you want a special speaker please provide contact information. Click on the meeting tab on the web page. From time to time un-announced Department level officials may come to the meeting, they are always welcome and will be allowed to speak even if not on the agenda.

5. Encourage participation in District meetings by all of your officers and other interested members. You would be surprised on what you can learn from one another at these meetings.
6. Encourage greater meeting attendance of the Sons of the Legion Squadron at your Post! The SAL is a Legion program and we need greater participation from them and this begins with better attendance at their designated District meetings. Post Commanders try and bring your SAL Commander even if the SAL is not meeting, your SAL representative is always welcome and will always learn something!
7. If Post chairpersons have questions about programs bring them to the District meetings so they can interact with the District Chair Person and get the information they need!
8. **This year we have designated two meetings for the Post Commander to bring the Post Service Officer to those meetings.** Service Officers are a valuable resource for our veterans and by coming to these meetings the individual Service Officers will be able to meet their counterparts and share vital information. The Service Officers will also be able to provide information to the Posts attending the meeting. **These two meetings are the November 13, 2016 meeting at Post 202, and the April 9, 2017 meeting at Post 54.**
9. Meeting minutes are posted on-line as soon as we can. We post minutes prior to approval at the next meeting so those who could not attend can tell what we talked about and not necessarily wait another month to hear the minutes. If minutes need to be amended or corrected at the following meeting the corrected version is then posted. Click on the meeting tab of the District Web Page.

Remember the monthly District meeting is your meeting, as District Commander I run the meeting and arrange for guest speakers. Provide me or the District Vice Commanders with any ideas you have to make the meetings more informative, tell us what you need or whom you would like to hear from.

To help the District with funding we ask that each person attending the meeting make a \$1 donation as an entry fee at sign in and we always run a 50/50 raffle at each meeting. Guest speakers, those who take the podium, from within the Legion family are asked to donate \$5 to the District for their presentation. These funds are used for things like purchasing Christmas gifts used during the Department Commander's annual visit to nursing homes/domiciliaries. As with all meetings place your cell phone on silent. Violations result in a \$5 donation to the Children and Youth fund, payable to the District Sgt. at Arms on the floor.

Thank you to the Posts that have agreed to host District meetings this year. We all know this is extra work for you and we appreciate your hospitality!