WHAT ARE WE DISCUSSING?

By Bruce Comer
Department Assistant Adjutant
The American Legion
ADJUTANT OVERVIEW

First test...Who Am I?
The American Legion Rider Chapter Adjutant

• Shall Maintain Membership Records sufficient to Establish:
  • Members in good standing
  • Eligibility to be a Rider
  • Members contact information
  • Motorcycle license and local insurance requirements
  • Maintain membership records of members who are current and in good standing and provide an accurate roster.
  • Send delinquent notices to members whose dues have lapsed and to those Lifetime members who have not provided proof of eligibility by January 1st.
  • Maintains a full and accurate record of all chapter proceedings
The ALR Department Adjutant

• Records minutes of all Committee activities.
• Maintains copies of minutes and reports.
• Handles all administrative functions and correspondence of the Committee at the direction of the Chairman.
The American Legion Post Adjutant

• Duties
  • Naming a post/changing the name of a post
  • Submitting Post location changes
  • Charters (Temp, Perm and Supplemental)
  • Tax Exempt Status

• Annual Reports
  • CPR and supplemental (Online)
  • Post Data Report
  • Post Officer Certification
The American Legion Post Adjutant

• Membership
  • Eligibility (LEGION Act)
    • Let Everyone Get Involved in Opportunities for National Service Act
  • DMS – Direct Membership Solicitation
  • Direct Renewal
  • MDF – Member Data Form
  • Transfers
  • Honorary membership
  • Honorary Life Membership
  • PUFL (Paid Up For Life)
• Continuous Membership Years
• Project Stay Active
• Membership Cards
• Renewal Notice Schedule(s)
  • Published annually in Post Adjutant’s Manual
ADMINISTRATIVE MASTERMINDS

The Keys to Success:

May not know HOW to do everything but MUST be able to find out HOW to do Everything!!

- Organization
- Accuracy
- Timeliness
- Submission of Mandatory Reports
QUESTIONS??