WHY HAVE A SUCESSION PLAN??

- INEVITABLE CHANGE
- RECOGNIZE TALENT
- IDENTIFY AND DEVELOPMENT FUTURE LEADERS
- CONTINGENCY PLANNING
- INVESTMENT INTO THE FUTURE
- STABALIZATION
- ESTABLISH TRAINING PLAN
LEADERSHIP QUALITIES

- COMMITMENT
- COMMUNICATION SKILLS
- ORGANIZATIONAL SKILLS
- TIMELINESS
- RESPONSIVE
- INSPIRE OTHERS
- CONSISTENCY
- KNOW YOUR ORGANIZATION
- FOLLOW CHAIN OF COMMAND
- ADVANCE PLANNING
SKILL SET

• EXCEL
• WORD
• EMAIL
• WRITTEN & VERBAL COMMUNICATION
• PEOPLE PERSON
Department Chairman

• Charged with the overall supervision of the Committee and the American Legion Riders' program in the Department of Florida, reporting directly to the Department Commander and the Department Executive Committee.

• Sets the agenda for three scheduled meetings of the Committee.

• Monitors to ensure all Areas, District, and Chapters are following the rules and procedures as set forth by the Department.

• Monitors to ensure all functions participated in by the ALR Chapters are within the guidelines set forth by the Department of Florida and the National Organization.

• Monitors to ensure that the good name of The American Legion is not tarnished in any way by actions of American Legion Riders or Legion Rider Chapters that could be perceived as detrimental to our image in our community.

• Monitors to ensure the motto "Legion Family First, Rider Second" is instilled in every Chapter.

• Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted promptly.
Article 1: Department ALR Committee
Section 7. Financial

• The American Legion Riders, Department of Florida, is a "self- funding" program of the Department. The ALR will deduct expenses and withhold 20% of the net proceeds to fund future events.

What does that mean?

• That’s right, as a Committee, you find your own source for funding for the ALR Program.
• Don’t let that scare you away! Find that person that always seems to have success at reaching donation goals and enjoys it!
• This is where the ability to plan and execute is very important.
• You develop the plan, but you must make calculated changes along the way.

Example: “Iceman” Hockey team, how do you maximize that donation?
Adjutant/Finance Officer

- **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.

- **Finance Officer**
  - Maintains accurate records of all transactions by the ALR Department procedures.
  - Deposits funds per ALR Department procedures.
  - Provides financial reports to the ALR Committee at all ALR Committee Meetings.
  - Submit annual budget forecast by May 15th of each year.
ADMINISTRATIVE FUNCTIONS

• PREPARATION FOR ALL COMMITTEE AND GENERAL MEMBERSHIP MEETINGS
• MERRY-GO-ROUND & ROUND ROBIN SCORING
• WORK CLOSELY WITH DEPARTMENT PERSONNEL
  • WEBSITE UPDATES
  • REQUESTING AND PROVIDING INFORMATION
• SUMMIT PREPARATION
  • REVIEW & CREATE PRESENTATIONS
  • SECURE VENDORS
  • REGISTRATION
  • MERCHANDISE
• UNITY RIDE & RALLY PLANNING
• COMMUNICATE REGULARLY WITH AREA & DISTRICT CHAIRS
• EOY REPORTING
ARE YOU READY FOR THE NEXT STEP?