

Analysis of post operations

Presented by Vice Commander
Jessica Moore



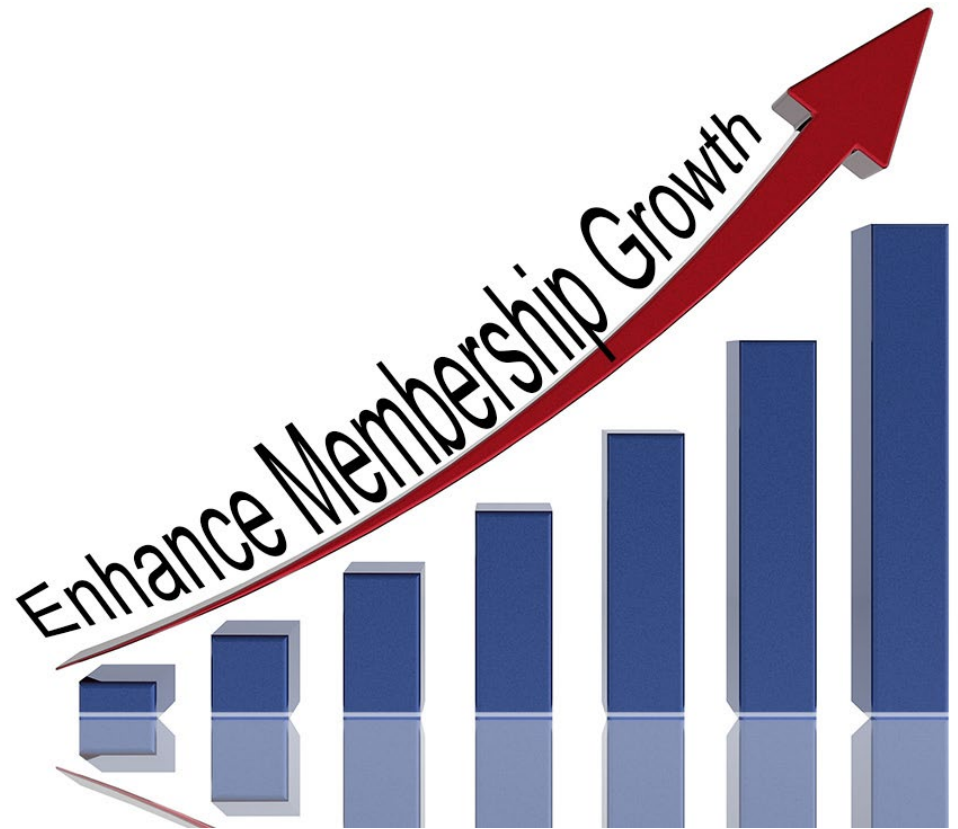


- President Abraham Lincoln is said to have remarked, “A man’s legs need to be long enough to reach the ground.” In the same way, a post’s membership needs to be large enough to carry on the work of the post. A post’s activities cannot exceed what members can support. Before discussing how big the post should be, consider these questions:

- • What does the post do to make a veteran desire membership?
- • Does the post have a vision for the future?
- • What activities could the post reasonably expect to offer?
- • How many members can the post handle?
- • Is it satisfied with its current membership?
- • Is there room for membership growth?
- • What kind of post is it and what type of post does it want to be?
- • What is the reason for the post's existence in the community?



- The answers for every post will be different, revealing which posts are capable of membership growth and
- which must improve and modernize their programs before healthy membership growth can be supported



- In any given post, there is a reliable group of members who do most of the work. Nearly all posts build their
- programs around this manpower pool. Even so, this percentage of active members does not need to hover
- at the same mark.

MANPOWER



Steps to a better post

- Many times, new post officers are eager to do a job but lack the background or organization skills to complete their year. The following outline is a proven plan that can help organize a post, useful at all levels:






Meeting Minutes



- Step I Obtain post records and get new material from department headquarters to become familiar with the policies and traditions of the post, district, department and National Headquarters.

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- Step II Call an early meeting of your newly elected officers. Invite the outgoing commander and adjutant

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- and other influential Legionnaires to meet with you.
 - A suggested agenda should include:
 - a. Budget
 - 1. Old, and possibly new, sources of income
 - 2. Estimated expenditures
 - 3. Possible methods of financing selected programs with outside funds
 - b. Assignments and outline of duties of elected officers
 - c. Discussion of individual programs and committees to determine the following:
 - 1. Qualifications and suggestions for committee chairs and members
 - 2. Established programs
 - 3. Possible new programs (use available handbooks and department material as guides)
 - 4. Program schedule
 - a. Discussion programs unique to the post
 - e. Initiate study of the post and community for new programs, conduct post analysis

Step III Activate committees.

a. Select a chairperson and members.

b. Make personal contact with each chair to determine his or her willingness to serve.

c. Arrange a meeting of committees to formulate a program.

d. Instruct chairmen on programs, available materials, post reports and more.

e. Build a timetable for each committee to fit into the overall post calendar

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- Step IV Coordinate with the post's Auxiliary unit. Many programs depend on Auxiliary support to be successful.



Step V Conduct a post meeting

- a. The first post meeting tends to set a pattern for the entire year.
- b. Work closely with the adjutant, officers and committee heads.
- c. Run a formal meeting, following the ritual in the Manual of Ceremonies.
- d. Post business should be attended to as briefly as possible.
- e. Know department and national material in advance and report items of interest to the membership.
- f. Committee reports should be brief and to the point.
- g. Consider qualified speakers at some or all meetings for briefings on some phase of Legion programs.
- h. Don't neglect the social side.
- i. Announce the main business of the next meeting.
- j. Have the welcome committee established

Step VI Conduct a Public Relations Committee meeting



a. Discuss ways and means.

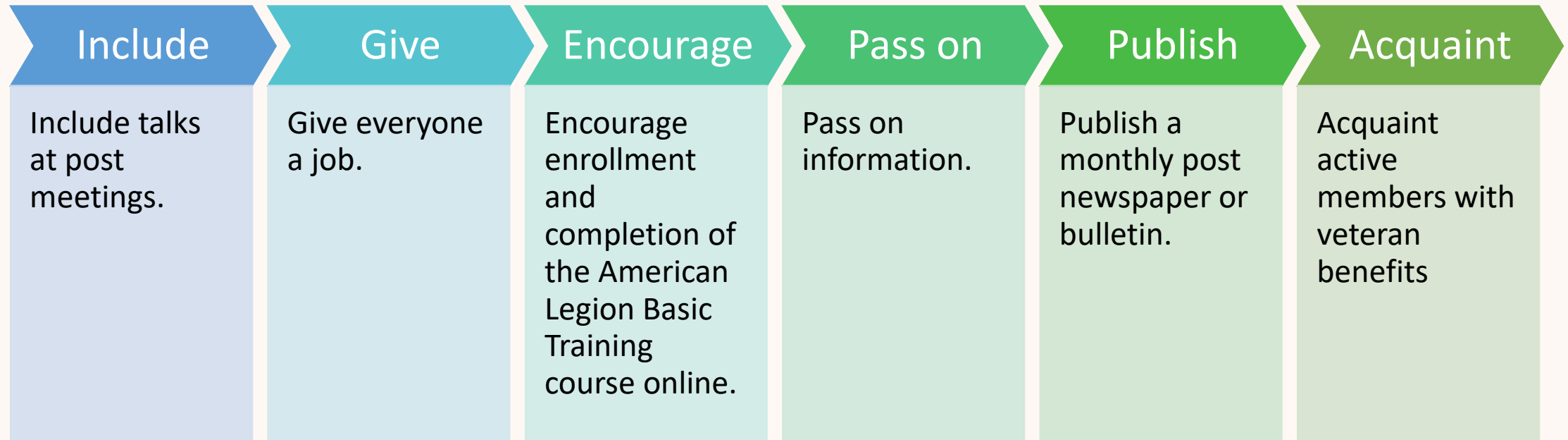


b. Formulate instruction to post officers and committee chairs on standard procedure for keeping the



Public Relations chair and editor of the newspaper or bulletin informed.

Step VII Plan for a more informed membership.



Step VIII Appoint a coordinating committee for patriotic observances.

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a. Work with standing committees, including younger members.

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b. Work with the entire community to recognize local active military personnel and all veterans.

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c. Include uniformed groups if available.

Step IX
Give
proper
credit.

a. Awards and citations

b. Thank-you notes

c. Recognition at meetings

Step X The voice of the Legionnaire and the post is only heard by active participation in meetings, whether district, department or national.

- a. Plan election of delegates as part of the post timetable.
- b. Attend district, department and national conventions and conferences.
- c. Present sound resolutions of concern to The American Legion.
- d. Report back to the post.

- Step XI Follow standard procedures and schedule all year round

Plan post meetings three months ahead,

and social activities six months ahead.



It's Never
Too Early
to Start
Planning

AlldoneMonkey.com

- Step XII It is never too early to evaluate possible post officers for next year

FLAW

AWESOME!!

