

AMERICAN LEGION RIDERS

ADJUTANT & MEMBERSHIP TRAINING

Melanie Caputo, District 6 Adjutant



Article I, Section 4: Duties, #4

Department Adjutant

- I. Records minutes of all Committee activities.
- II. Maintains copies of minutes and reports.
- III. Handles all administrative functions and correspondence of the Committee at the direction of the Chairman.



Article II, Section 5:Duties, #3

*Chapter Adjutant/Finance Officer**

A. Adjutant

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

***In Smaller Chapters the Adjutant may also be required to assume the Finance Officer Position**



Article II, Section 5:Duties, #3

Chapter Adjutant/Finance Officer

B. Finance Officer

- I. Maintains accurate records of all transactions by the sponsoring Post's financial requirements.
- II. Deposit funds in assigned bank account and disburse funds as approved by the Chapter.
- III. Provides financial reports to the sponsoring Post Executive Committee monthly.
- IV. Collect dues as required.

Learn More by Attending the Financial Officer Training



ADJUTANT DUTIES AT-A-GLANCE

- Support Your Director
- Record Accurate Minutes of Meetings
- Keep Records Accurate, Timely, Current and Secure
- Distribute Minutes via Email (If approved method by your Chapter)
- Officer Reporting/CPR & Addendum

-To Learn More, Attend the Reporting & Chapter of the Year Class-

- Membership Validation *
- Attach all Copies of Reports with the Minutes
- Keep Information Flowing – Both Ways

***If Adjutant is Responsible for Membership**



MEETING MINUTES TEMPLATE

AMERICAN LEGION RIDERS, CHAPTER xxx

General Membership Meeting Minutes _____ 2023

Meeting called to order by Director XXXXX XXXXX @ _____ am/pm

Opening Ceremonies

Roll Call: Roster available upon request.

Quorum achieved

22 current members in Attendance.

Correspondence: _____

New Members: _____

Introduction of Guests _____

Reading of the Minutes

The minutes have been posted online. Motion to accept by _____, second by _____ and approved.

Financial Report _____ provided the financial report. Motion to accept, *subject to audit*, by _____, second by _____ and approved.

Additional comments _____



MEETING MINUTES TEMPLATE

- **Officer's Reports:**

- Director _____
- Asst. Director _____
- Chaplain _____
- Road Captain _____
- Safety Officer _____
- Quarter Master _____
- Membership _____

- **Committee Reports:** _____

- **Old Business** _____

- **New Business** _____

- **Good of the Riders** _____

- **Additional Comments:** _____

- **Next meeting Scheduled:** _____

- **Meeting Adjourned @** _____ **am/pm**

ALR STANDING RULES

1. OPTIONAL POSITIONS

MEMBERSHIP

- I. Maintain membership records of members who are current and in good standing and provide an accurate roster. Maintain the members contact information and current release forms.
- II. Inform all members of the information required to maintain current membership no later than 30 days before their due date.
- III. Send a delinquent notice to members whose dues have lapsed and to those Life-Time Members who have not provided proof of eligibility
 - by January 1st.
- I. Provide a list of members who are delinquent over 30 days from January 1st, thus making them not current and therefore “members not in good standing.”
- II. Maintain a supply of blank membership cards and applications.
- III. Collect yearly dues and issue membership cards to eligible and approved
 - members upon verification of current membership.
- I. Provide a detailed report of current membership during monthly meetings.
- II. All monies collected above the \$25.00 shall be promptly turned over to the Finance Officer for deposit.
- III. Membership Chair will send out a current roster to all members at a minimum of every six months. Members who do not want their information published will notify the membership chairman.



MEMBERSHIP AT-A-GLANCE

- Validation of Membership
 - Dues **MUST** be current ie: Legionnaire, Auxiliary, or SAL
 - If Membership is at another Post, ensure Post does not have a Rider Program & ensure member is in good standing at their home Post
- Accident Waiver/Release of Liability Form
 - Signature Required - Update Annually
- Incorporate ALR Membership Renewal w/Post's Early Bird Membership Drive
- Provide Chapter Membership Information for CPR/Addendum by May 1st to Post Adjutant
 - # of Legionnaires, Auxiliary, SAL
- Keep Accurate Records
- Provide a Membership Packet
- Perform Routine Audits



NEW MEMBER PACKET

Once the Potential Member is Voted into the Chapter

- Welcome Letter from the Director
- Accident Waiver/Release of Liability
- Emergency Contact Information
- Medication Listing
- Standard Operating Procedure
- Chapter's Standing Rules
- Membership Card



MEMBERSHIP TEMPLATE

LAST NAME	FIRST NAME	ROAD NAME	ADDRESS	City	State	Zip	MEMBERSHIP	EMAIL	PHONE	DATE JOINED	POST 138 MEMBERSHIP	REMARKS	YRS	PAID 2022
Smith	Joe	Bomber	124 Ohio Ave	Tampa	FL	33611	Supporter	jsmith@gmail.com	813-998-4567	08/01/05	Legionnaire		16	PAID
Brown	Duane	Pop	765 Iowa St	Tampa	FL	33615	FULL	popbrown@yahoo.com	305-222-9864	10/01/05	SAL	Road Captain	16	PAID
Crow	Jane	Spider	8876 Lankford Rd	Tampa	FL	33616	FULL	jcspider@att.com	813-765-8866	10/01/16	Auxiliary		6	PAID
James	Jerry	Road Kill	876 99th Street	Tampa	FL	33611	FULL	jjames@gmail.com	765-980-6523	01/01/15	Legionnaire	Director	7	PAID
							2	LEGIONNAIRE		3	FULL			
							1	SAL		1	SUPPORTER			
							1	AUXILIARY						
							4	TOTAL		4	TOTAL			

Template can be Found on the Website!



QUESTIONS??

