

# 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 1<sup>st</sup>.
- 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 \_\_\_\_\_ 2024

Meeting called to order by Director XXXXX XXXXXX @ \_\_\_\_\_ 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 1<sup>st</sup>.
- I. Provide a list of members who are delinquent over 30 days from January 1<sup>st</sup>, 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
  - **Future Riders** - Must be a junior member of The Sons of The American Legion or The American Legion Auxiliary and identified by a “Future Rider” patch.
- Accident Waiver/Release of Liability Form
  - Signature Required - Update Annually
  - The parent or legal guardian must sign the Participant Accident Waiver/Release of Liability form
- Incorporate ALR Membership Renewal w/Post’s Early Bird Membership Drive
- Provide Chapter Membership Information for CPR/Addendum by May 1<sup>st</sup> 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

[illegible]

Template can be Found on the Website!





# QUESTIONS??

