



Department
of Florida

A warm, dimly lit office or home workspace. In the foreground, a wooden desk is visible. In the background, an American flag stands on a pole. To the left, a lamp with a white shade is lit, casting a warm glow. A potted plant is visible on the right side of the desk.

Post Commanders' Training

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2025 DEPARTMENT OF FLORIDA

DEPARTMENT CONVENTION

www.floridalegion.org

Overview

- Purpose
- Preparation
- Resources
- Running and Effective Meeting

Being a Successful Commander

- Be Honest
- Be Ambitious
- Be Enthusiastic
- Be Curious
- Be Poised
- Be Self-Confident
- Know the Programs
- Look the Part; Act the Part

First Steps

- Find / read Post Constitution & Bylaws
- Review previous minutes for Post Meeting
- Review Financial Reports
- Communicate with other fellow Post Commanders & District Officers.

Self Assessment

- Are you prepared to lead the Post?
- Do you know your Post members?
- Do you understand the Legion values and purposes?
- How much do you know about Legion Programs?

Assessing the Situation

- What is the overall health of the Post?
- What Goals does the Post have?
- What does the community think of the Post?
- What Legion programs does the Post support?

Essential Tools

- Officers Guide & Manual of Ceremonies
- Post Constitution and Bylaws
- Department Administrative Manual
- Roberts Rules of Order (Current Edition)
- Adjutants Guide
- District Commanders Guide
- Previous Minutes
- Previous Financial Reports
- Past Consolidated Post Reports

Post Commander's Role

- Leadership
- Positive Attitude
- Energy
- Enthusiasm
- Passion
- Knowledge

Take Care of the People

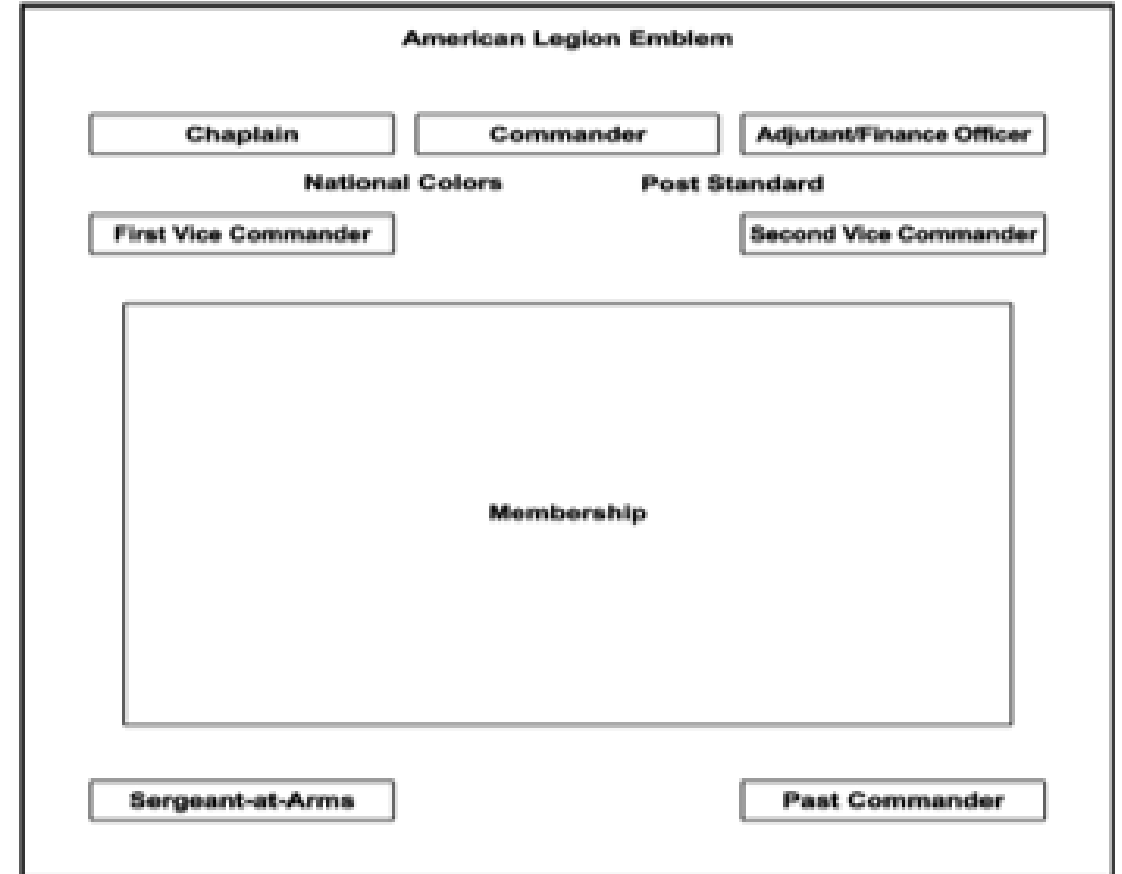
- Recognize those who do good things!
- Submit people for awards at district and department levels.
- Submit the Post for awards.



Running Effective Meetings

Preparing for a Meeting

- Gather Agenda Items
- Publish Agenda
- Send out Reminder
- Set Up the Space



Parliamentary Procedures

- Keep an Orderly process
- Expedite business
- Keep the organization focused on its goals and principles
- Understand the basics – get the Robert's Rules of Order Book or Pamphlet



Meeting Conduct

- Uniform of the Day
- Late Arrival to Meeting
- Cell Phone Etiquette
- How to ask Questions or Make Comments



Commander's Role

- Take charge and stay in charge
- Ensure everyone is allowed to speak
- Keep the discussions on track
- Save new or unrelated issues for the final part of the meeting – For the Good of the Legion

Opening Ceremonies

- Salute the colors
- Prayer
- POW/MIA remembrance
- Pledge of Allegiance
- Recite the Preamble to The American Legion Constitution

Order of Business

- Call to Order (Opening, Roll Call, Minutes, Correspondence)
- Introduction of Guests/Officers
- Finance Report
- Chairman / Committee Reports
- Unfinished Business
- New Business
- Program – Training / Presentation, etc...
- For Good of the Legion



Closing the Meeting

- Prayer
- Recovery of the POW/MIA Flag
- Salute / Retire the Colors
- Closing Remarks



A Path to Success

- Successful Post Commanders become knowledgeable District Commanders
- Successful District Commanders become key leaders at Department level or beyond
- It all starts at the Post level.

Reality

- You can not do it all.
- No one is indispensable
- We are all volunteering time and talents
- Everyone in the group must be involved
- Encourage teach mentor and develop
- Believe in yourself
- Delegate and empower

Questions?



Please leave feedback.