

# AMERICAN LEGION RIDERS

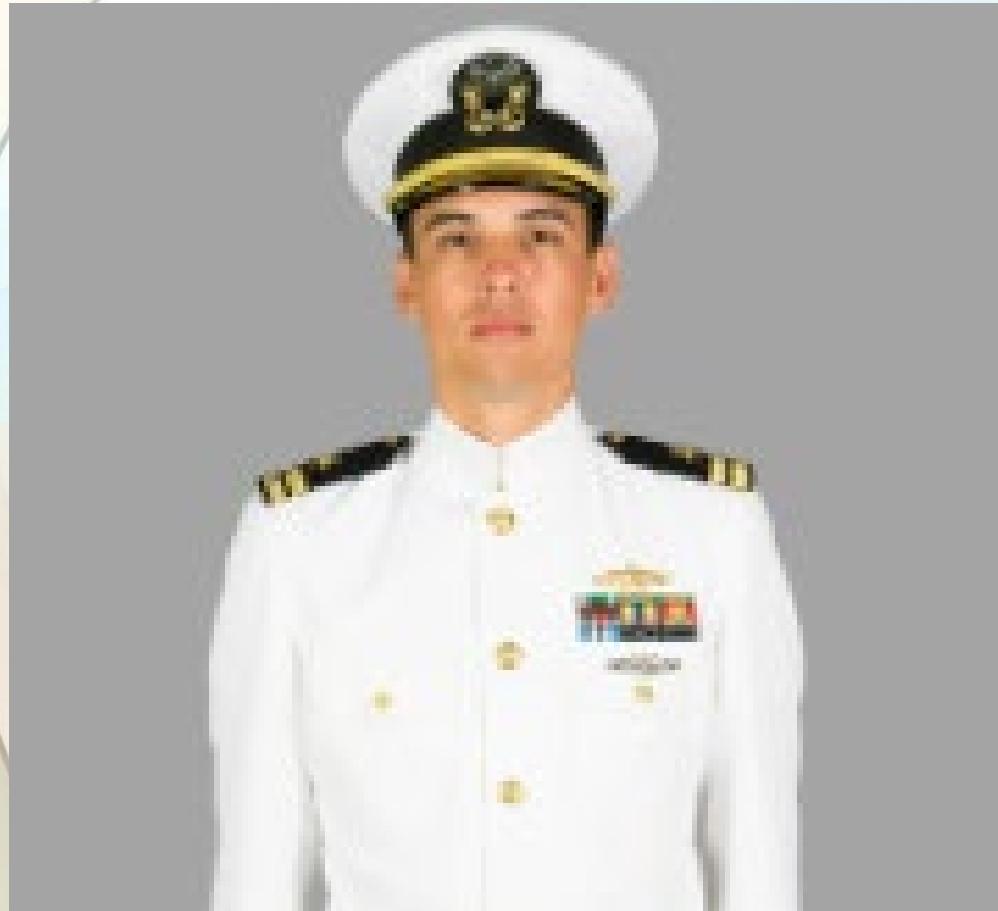
## ADJUTANT & MEMBERSHIP TRAINING

Beverly Wooten, ALR Adjutant

Julie Hughes, Assistant Dept Adjutant



# WHAT IS AN ADJUTANT?



- A Military officer who acts as an administrative assistant to a senior officer
- (civilian terminology – Secretary)



What an Adjutant is NOT...a large black-and-white stork with a massive bill and a bare head and neck, found in India and Southeast Asia.



# 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 Procedures Class-*

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

**\*If Adjutant is Responsible for Membership**



# Article V, Section 7 Duties, 3a

## *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. 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 at meetings

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



# Article V, Section 7 Duties, 3b

## *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 and directed by the Post.
- iii. Provides financial reports to the sponsoring Post Executive Committee monthly.
- iv. Collect dues as required.

\*Learn More by Attending the Financial Officer Training\*



# Article I, Section 4, 5a

## *Department Adjutant/Finance Officer*

- i. Records minutes of all Committee activities.
- ii. Maintains copies of minutes and reports.
- iii. Manages all administrative functions and correspondence of the Committee at the direction of the Chair.



# Article I, Section 6: Assistant Adjutant/Finance Officer

The Assistant Adjutant/Finance Officer will report to the ALR Department Adjutant/Finance Officer. The Department ALR Adjutant/Finance Officer will assign duties to the Assistant on an as needed basis. The responsibilities could be, but not limited to, recording meeting minutes, maintaining records, managing SOP administrative functions, financial records, overseeing transactions, and assisting in preparing financial reports for Committee meetings.



# MEETING MINUTES TEMPLATE

## AMERICAN LEGION RIDERS, CHAPTER xxx

General Membership Meeting Minutes \_\_\_\_\_ 2025

Meeting called to order by Director XXXXX XXXXXX @ \_\_\_\_\_ am/pm

### Opening Ceremonies

**Roll Call:** Roster available upon request.

### Quorum achieved

XX 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



# MEMBERSHIP AT-A-GLANCE

- Validation of Membership
  - Dues **MUST** be current ie: Legionnaire, Auxiliary, or SAL
  - Members of a sponsoring post may not at any time hold membership in more than one Chapter of the ALR.
  - The ALR is a Post Program. If an individual does not have an ALR Chapter at their Post Home and is a member in good standing, they may apply for membership in an ALR Chapter at another Post without transferring their membership at their Post, Unit, or Squadron Home. This does not apply to members of Headquarters Post 400, Unit 400, or Squadron 9999.
  - **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 – Update Annually
- 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



# 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>.
- IV. 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.”
- V. Maintain a supply of blank membership cards and applications.
- VI. Collect yearly dues and issue membership cards to eligible and approved members upon verification of current membership.
- VII. Provide a detailed report of current membership during monthly meetings.
- VIII. All monies collected above the \$25.00 shall be promptly turned over to the Finance Officer for deposit.
- IX. 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.



# 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





# SAMPLE MEMBERSHIP TEMPLATE

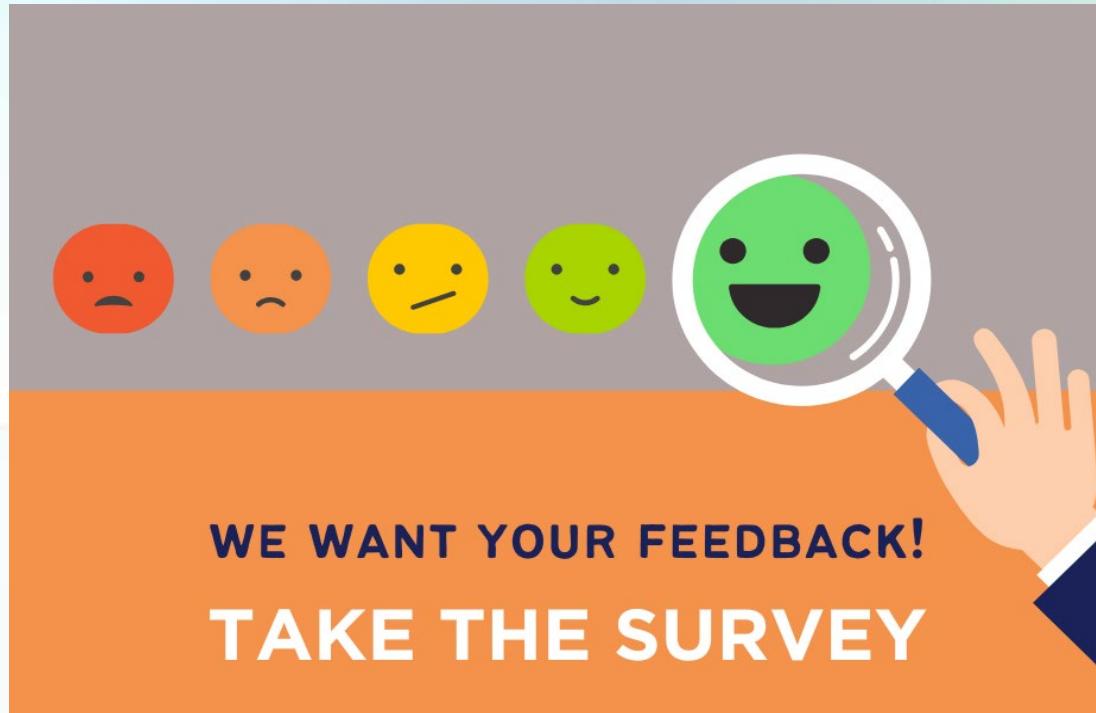
***Delete entries on Line 2 to begin your Membership Roster***

Template can be Found on the Website!



# QUESTIONS??





<https://www.surveymonkey.com/r/DJTQ87L>



Classified - Confidential

