

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 1st.
- 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 1st 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 1st.
- IV. 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.”
- 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

LAST NAME	FIRST NAME	ROAD NAME	ADDRESS	City	State	Zip	MEMBERSHIP	EMAIL	PHONE	DATE JOINED	POST 138 MEMBERSHIP	REMARKS	YRS	PAID 2025
EXAMPLE	Joe	Bomber	124 Ohio Ave	Tampa	FL	33611	Full	jsmith@gmail.com	813-998-4567	08/01/05	Legionnaire	Director	16	PAID
							1	LEGIONNAIRE		1	FULL			
							0	SAL		0	SUPPORTER			
							0	AUXILIARY		0	FUTURE RIDERS			
							1	TOTAL		1	TOTAL			

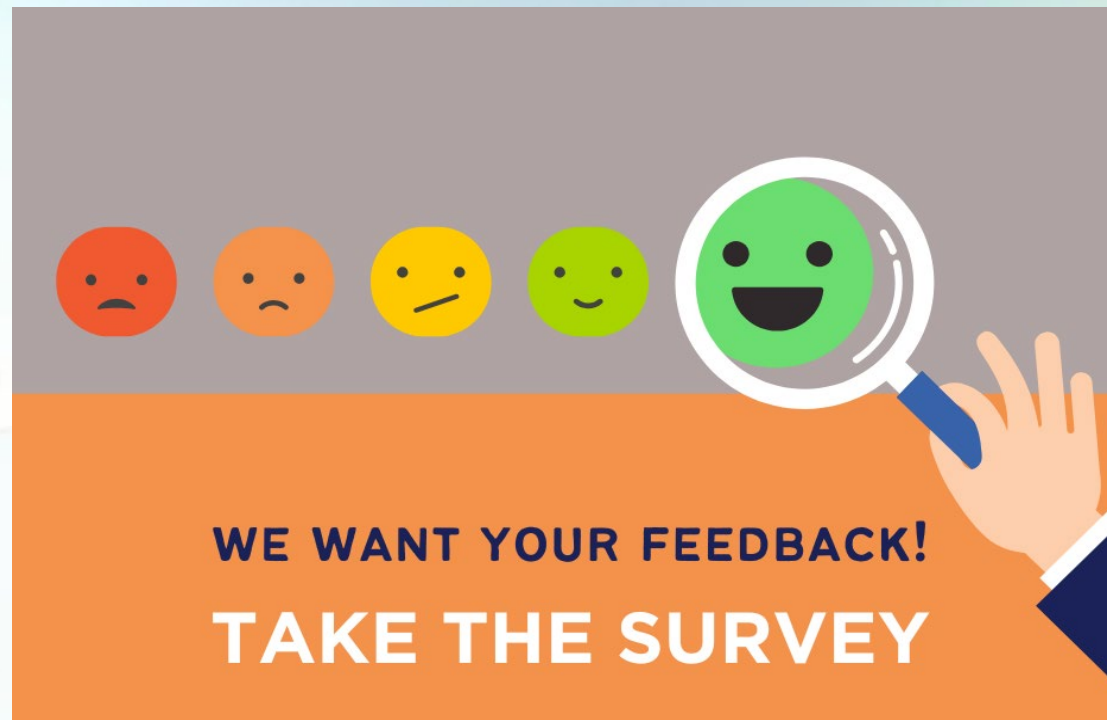
Delete entries on Line 2 to begin your Membership Roster

Template can be Found on the Website!



QUESTIONS??





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

