

**THE AMERICAN LEGION
DEPARTMENT OF TEXAS
POST COMMANDER ORIENTATION
2020**

WHAT NOW, COMMANDER?

As the Commander of a local Post, members of your organization and community have placed in you a strong dependence and confidence. Although your responsibilities will be immense, your work will be deeply appreciated by those you serve.

Throughout your involvement in The American Legion, you've learned of the command structure: National, Department, Division and District and may have met some of these leaders while attending conferences and conventions at their respective levels. What they represent pales in

comparison to the cover you wear!! **You and your Post are The American Legion!** Welcome Commander. Let's get started!!

THE POST OFFICER'S GUIDE AND POST EVALUATION

The first thing you may want to do is review the Officer's Guide and Manual of Ceremonies, which will give you invaluable information as to your responsibilities and those of your officers. It will also introduce you to the entire American Legion organization and show how your Post fits into it. Also take the time to thoroughly evaluate (audit) your Post condition and locate it's points of strength and weakness. This is easily accomplished by the utilization of the Post Audit Checklist. and looking through Post records. Visit with your Finance Officer and Adjutant and inquire !! To access the audit checklist, simply go to www.txlegion.org and select the "Training" tab. Then select "Resources" and you'll see the list.

UNDERSTANDING RESPONSIBILITIES

Being a Post Commander is challenging but you have a membership that's willing to help you. Let them !! Invite them to be a part of the success story.

Review the Post Constitution and By-Laws and ensure it's up to date. Once that's done, review the sections regarding officer responsibilities and make notes. Use this information to train your officers. One of the most common mistakes happens when a Post Commander takes on the duties and responsibilities of other officers or committee chairpersons Don't do it!! Let them do their jobs and

help as needed. You are a leader and trainer !!

THE AMERICAN LEGION BASIC COURSE AND COLLEGE

Having a basic knowledge of The American Legion is vital to your success and easily accomplished by taking the online basic course. Simply go to www.txlegion.org and sign in to take the free course. We also suggest you take the resident Department of Texas American Legion College when it comes to your area. The Legion College is a two day course which is normally conducted two or three times a year across the state and is very well presented by seasoned, American Legion facilitators.

USING AVAILABLE TOOLS

The Department of Texas has developed an outstanding web site with countless information and training links. Simply go to www.txlegion.org and look around the many tabs. The "Training" tab will contain videos, papers, lesson plans and power points designed to ensure your success. Why not get started by reading these suggested papers, presentations and videos:

Building a Better Post
How To Transfer Post 345 Members
Membership Engagement
How To Conduct a Post Meeting
Leadership Power Point Slides
Video: Leadership and Committee Responsibilities

Other valuable tools come in the form of written manuals/pamphlets. Take the time to utilize them. I would venture to say that everything you'll need to successfully do your job is contained in these resources:

Officer's Guide and Manual of Ceremonies
Administrative Manual
Adjutant's Manual

WHO CAN I PERSONALLY CONTACT?

Your past Post Commander and other officers should be willing to mentor and help you get started. Also, your District Commander is a valuable leader and will support you. They receive special orientation and are expected to visit you during each year. Acquire their contact information and use them. Give them a chance to help you.

Other excellent resources are members of the Department Staff, Committee and Commission Chairpersons and other responsible Legionnaires whose contact information is in the Blue Book. Should you feel that special training is needed, your District Commander has a list of trainers and mentors and can help you get the support you need.

Don't forget to attend District meetings, where training is always provided. We also recommend you attend the Division and Department meetings as well or ensure that your Post is represented, as valuable information is made available during conferences and conventions. Those venues also furnish an outstanding opportunity to personally visit with Legionnaires from other Posts, which is an excellent way to gain knowledge and insight.