



4TH DISTRICT ADJUTANT GUIDE

Adjutant's installation charge

You have been chosen to assist in the wise and effective administration of the commander's office, and to serve not only your fellow Legionnaires but also those whose relationship to our organization has led them to look to us for guidance and relief. You will find your duties many, varied and, at times, taxing of your crowded hours and resources. The successful accomplishment of our program depends, to a great extent, upon you and your performance of the duties of your office.

Requirements of being an adjutant:

- Honesty, Willingness, Bondable
- Administrator - submits remittals timely
- Handles all correspondence
- Maintains all records
- Publishes official announcements & instructions
- Mentors & trains replacement
- Assist other Officers & Committees

What is an Adjutant, and what are the duties of this position?

The adjutant is the primary administrative officer for the district and is like the first sergeant of a military unit. District activities revolve around the adjutant. Most districts retain a good adjutant in the officer over a period of years. The role of adjutant provides continuity for a district. While the commander's duties are largely inspirational and executive, an adjutant's duties are administrative and functional. The commander navigates the ship, while the adjutant is the engineer who sees that the ship's machinery is working and maintained.

The adjutant works very closely with the commander to set up monthly meetings (RCCC), Mid-winter (January) and Convention (May/June).

The adjutant is the personnel officer and personal point of contact for individual members of the district.

He or she maintains membership records and minutes of meetings, checks up and assists the work of the other officers and committees, and publishes official orders, announcements and communication with district members.

All district records should be maintained and accessible by the adjutant, in a comprehensive filing system.

The office involves a great deal of work and attention to detail. An effective adjutant is an essential component of a successful district. Some degree of compensation should be paid to the adjutant, particularly in large districts, due to the commitment required by the role.

- Members will inquire about everything concerning their connection with The American Legion. You should provide the district member with the information they need to fully engage with the organization. The Adjutant conveys information and instructions to members through regular communication.

Suggestions for the new adjutants

The only indispensable qualifications for the job of adjutant are honesty and willingness. He or she should go through all the district records at the first opportunity. The constitution, by-laws, minutes of meetings, and reports of officers and committees will give insight into the district's policies and traditions. Communications from department headquarters will bring the adjutant up to date on instructions.

The District Adjutant's Manual has detailed instructions on the handling of membership cards, per capita payments and other duties. Every adjutant should have a copy.

What can you do?

1. Meeting Minutes:

- Record and reflect meeting minutes.
- Maintain records of meeting minutes.
- Maintenance of meeting minutes is extremely important. More than one legal case has turned on what an adjutant wrote in the minutes of a meeting held years ago.
- Maintain attendance records & sign in sheets.
- Record the motion, the name of the motion maker, and the name of person who 2nd the motion. Any important details regarding discussion. Then record if the motion passed or failed.

2. Membership Committee: The Membership Committee shall have charge of all matters pertaining to membership of the district, including the procurement of new members, reinstatements and eligibility of members. The Adjutant shall be chairman of this committee and shall organize membership teams, establish membership contests, and seek membership workers.

3. Districting of Official Announcements & Published Orders

- In Accordance with the Social and Digital Media Guidelines the Adjutant shall send correspondence to all district members from time to time.
- All official announcements shall be presented in a professional manner at all times.
- Press releases shall be drafted by any district committee and approved by the Commander & Adjutant before disbursement.

4. Definitions:

- Resolution: An elaborate, formally written motion. A resolution may contain a preamble that list the reasons for adoption. Each Reason is listed in a separate paragraph stating with the word "WHEREAS." A resolution must have at least one "RESOLVED" clause that specifies the action or position being proposed.
- Amendment: proposes a change to the Constitution, By-laws, Special Rules of Order, or Standing Rules. It is also used to modify a motion under consideration.

Ideas - (Member)

- Volunteer to create membership incentives
- Throw a birthday party each month (cake and coffee) for members celebrating their birthday that month.
- Contact the District Revitalization Committee at Department and work to do a revitalization to drive membership.
- In order to drive membership community engagement is key.

REPORTING

- Ensure posts complete Consolidated District Report (annually)
- Complete District Officer Certification Report (annually)
- Complete all reports required by Department
- Send notification of delegates for Convention and Conferences

How has the district tried to reach new members?

Are there any new members to present?

Where is the district in relation to its membership goal and target dates/goals?

What is the total number of renewed members?

What is the total number of transfers?

What did you do to encourage membership and/or renewals at the 4th District?

Did working the Legion programs help to generate new members?

Did the district implement new/innovative ideas or practices to increase renewals and/or sign-up new members? If so, what were they?

What were your successes throughout the year?

What were some of your hurdles / difficulties you faced during this year?

Check ☒ and provide information if posts in the district participated in:

_____ Membership Recruitment _____ Early Bird Membership Perks

_____ Invited New Members to Meetings _____ Membership Renewal Campaign

_____ Mentor New Members

Please describe the 4th District's activities or projects to recruit, retain and/or revitalize membership.

Before the Convention

Budget and plan

- Meet with the Commander, Treasurer and the (potential) membership director to go over plans and budget for upcoming year.
- Discuss District Office – Do we need one? Where will it be?
- All correspondence should go through the adjutant

Appointment of officers and chairs.

Although the commander is responsible for selecting the officers and chairs of the various committees in the district, the district adjutant should use his knowledge of how the current committees carried out their duties and make suggestions as necessary or called for by the commander.

The commander will provide the adjutant a list of committee chairs.

RCCC Schedule

Work with the commander to set up the monthly RCCC schedule (a good method is using the same posts for the same months as the previous year, if possible). You will contact the posts and will ensure availability (also, if post home will not be the “host” post, contact the host to let them know when the site is set)

EVERY WEEK:

- Communication is the KEY to a smooth-running district – you should keep in contact with the commander, membership director and vice commanders every week. This can be done by phone, email or in person (RCCC, etc). This is a 2-way street and you should request that they keep in contact as-needed as well.

EVERY MONTH:

- RCCC every 2nd Wednesday (Make sure commander has agenda and include any items specific to the coming month)
- Attend 4th District post events, functions and festivities (as arranged with appropriate Vice Commander). This helps the posts to get to know you and you can make them understand that you are available to answer any questions (or point them toward someone who can answer their questions).
- Attend occasional 4th District unit, squadron and chapter meetings and support our family in the Auxiliary, SAL and ALR.

THROUGHOUT THE YEAR:

- Attend a stopover of the ALR state ride – especially if they are stopping in the 4th or 5th District (usually, it’s a northern (part of the state) ride one weekend and a southern (part of the state) ride
- Attend a stop of the National Commander’s tour – especially if it’s in the 4th District (also push for a strong showing)
- Attend a stop of the National Auxiliary President’s tour – especially if it’s in the 4th District

- Revitalizations – You should participate in 4th District (Lead by example) and 5th.
 - You should be asked by the Commander about his testimonial – make sure when you find out the date/time/place you disseminate it as widely as possible throughout the Department.
- JUNE
 - District Convention
 - Flag retirement at the Veteran's Camp Ground (Rest Camp) closest Sat. to Flag Day)
 - 4th/5th District "thank you" party at Veteran's Campground (Rest Camp)
- JULY
 - District baseball playoffs – convention - banquet
 - Work with the commander to meet with posts to get a calendar of what is happening during the year.
- JULY/AUG
 - Pre-Department Convention meeting (usually the Monday before the beginning of convention) to go over resolutions, .
 - Department Convention
 - National Membership workshop in Indy (for Dept Membership Team)
 - State Legion Baseball play-offs
 - Rice Street and Arcade Street parades
- AUGUST
 - Meet with Finance Committee early to formulate budget (that must be presented at the Exec Board and before the full RCCC).

- **SEPTEMBER**

- Legionville Camp-o-Ree
- Dep't Rally (Harvest Rally)
- National Security Meeting @ Camp Ripley
- ALR Romp @ Legionville

- **OCTOBER**

- Fall Conference

- **NOVEMBER**

- UVC Veterans Breakfast
- Veteran's Day Breakfasts and Dinners around the district

- **DECEMBER**

- Dept Rally (Pearl Harbor Rally)
- Bell Ringing

- **JANUARY**

- District Mid-Winter
- Winter Carnival Parade and Rally

- **FEBRUARY**

- Dept Rally (Sweetheart Rally) – near Valentine's Day
- "Salute to Veterans" @ VAMC
- District Convention planning starts

- **MARCH**

- Dept Rally (American Legion Family Appreciation Rally)
- At Executive Meeting, a Blue Cap and Post Commander of the Year will be selected.
- Veterans Day on the Hill

- **APRIL**
 - Department ALR/Spring Round-up Membership Rally (??)
 - This is the month that begins testimonials
 - Also, the month of presenting JROTC awards to local area high schools.

- **MAY**
 - More JROTC awards (St. Thomas, etc)
 - Joint RCCC with Auxiliary
 - Memorial Day Ceremonies around the Department

NOTES:
