THE AMERICAN LEGION
DEPARTMENT OF TEXAS

SUGGESTED AGENDA – DISTRICT/DIVISION MEETING

OPENING - 1:00 P.M.

   Flags
   Prayer
   Preamble
   Roll Call

WELCOME ---------------------------------- City Official or Post Commander

RESPONSE --------------------------------- Vice Commander

INTRODUCTION OF GUESTS:

   Past District Commanders (No speeches*)
   Past Department Commanders (No speeches*)
   District President (Few remarks)
   Other guests (No remarks)

COMMITTEE REPORTS -
   Limit each to five minutes

DEPARTMENT EXECUTIVE NEWS -
   District Commander - five minutes

NATIONAL NEWS -
   (If someone present is qualified to speak. Remind him of the five minute limitation before the meeting)

MEMBERSHIP PROGRESS OR PRIZES -
   Vice Commander - Ten minutes, if possible

GUEST SPEAKER -
   (Most will not use over twenty-five minutes. Tell them if asked.)

FUTURE EVENTS -
   District Commander - Five minutes

CLOSING -
   Retire Colors
   Prayer

NOTE: Before each conference, each District Commander should write down what is going to happen and when - this will speed up your meeting and let everyone know you are a good leader. Create your own confidence!
* Speeches are remarks, which exceed three (3) minutes.