

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.