

BUILDING A BETTER POST

“As a new commander, first looking at the overall operation of a Post of The American Legion, you may feel you are facing an insurmountable wall. You probably are, *unless, step-by-step, the wall is climbed through the organization and leadership.* The following is that step-by-step process to use when you take responsibility to hold an office in your Post.”

Step 1 - Obtain Post records including the Post Constitution & By-Laws and get information from Department so you become familiar with policies and traditions.

Step 2 - Call an early meeting of newly elected officers, inviting the outgoing commander and adjutant. A suggested agenda should include:

- a. Budget
 1. Old and new sources of income
 2. Estimate expenses
- b. Programs
 1. Methods of financing programs with other than post funds
 2. Discuss programs
 3. Study the community to see if additional programs will work
- c. Membership Goals and Target Dates

Step 3 - Activate Committees

- a. Select chairperson and members
- b. Make personal contact with each chair
- c. Arrange committee meetings
- d. Instruct chairpersons as to reports due and material available
- e. Build a timetable for committees and place on post calendar
- f. Don't forget to include younger and newer members

Step 4 - Coordinate with the Auxiliary, as they can be a valuable resource

Step 5 - Organize Post meetings so they are interesting and informative, including committee reports, guest speakers, training. Don't forget the “social” side of the meeting and the importance of welcoming guests and members

Step 6 - Formulate a Public Relations plan and establish relations with your print, radio and TV media

Step 7 - Keep your membership informed

- a. Training and completion of the ALEI course
- b. Guest speakers at meetings
- c. Develop Post communications using the Hubmaster program

Step 8 - Appoint a coordinating committee for patriotic observances

Step 9 - Give credit where credit is due. Recognize those working hard in the Post. Don't forget the Texas Lone Star Recruiter awards.

Step 10 - Attend District, Division and Department conferences and report to the post membership

Step 11- Follow standard procedures and use the Post Administrative Manual to keep abreast of programs, reports due and deadlines

Step 12 - Mentor and Train your officers, chairpersons and membership