

CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

ADJUTANT

September 30, 2025

Purpose: Provide Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the Adjutant of Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Scope: This SOP applies to **most** of the facets of the duties and responsibilities of the Adjutant of Clayton E. Moneymaker American Legion Post 237, Department of Alabama. However; it is not all encompassing as there may be situations and emergencies that arise that require immediate attention that are not spelled out in the American Legion Post Adjutant's Guide, or the Constitution and By Laws of Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Authority: American Legion Post Adjutant's Guide and the Constitution and By Laws of the Clayton E. Money American Legion Post 237, Department of Alabama, dated August 18, 2025.

IF AT ANY TIME THIS DOCUMENT CONFLICTS WITH THE CONSTITUTION AND BY LAWS, THEN THE CONSTITUTION AND BY LAWS TAKE PRECEDENCE.

References:

The American Legion Post Adjutant's Guide

The Constitution and By Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, revised January 2025.

Adjutant Charge from the installation ceremony:

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

DUTIES AND RESPONSIBILITIES

Drop outgoing mail and pick up incoming mail and packages from P.O. Box 1176, Governors Drive Post Office.

Establish Office Hours and post to Office Entry. Announce to members via email and Monthly Newsletter.

Distribute Incoming mail to addressees.

Process incoming mail pertaining to membership.

Check emails.

Go to MyLegion.org and click on Reports. View On-Line Renewals, print a copy for processing membership cards to be mailed.

MyLegion.org Roster Updates - print a copy to look for any transfers, address changes, or other input to update member records.

Process dues payments for members who come to the office.

Issue and update electronic door key cards.

Maintain file of membership cards.

New Member applications – verify Veteran status by DD214 or valid retiree member card. Process application on MyLegion.org. Provide new member a copy of Post Newsletter and Welcome Letter. Introduce new member to other veterans and employees in the Post.

Transfers – Check AL1983 roster on MyLegion.org daily and or weekly to look for prospective transfers. Call, email or mail application to members of National American Legion recent members in Post 237 area codes. Process the Transfer Request per Department guidelines.

Notify Chaplain of Post Everlasting notices and update member record on MyLegion.org

Maintain listing of New members, Transfers, and Post Everlasting.

Maintain the Power Point Presentation Video: “ Officers, Illness and Post Everlasting” updates.

Attend Executive Committee and General Membership Meeting

Record minutes of all meetings, transcribe and provide typed hard copy of minutes to Commander for approval and publication. Provide a copy to all Post Officers and membership. Post a copy to Post Bulletin Board. Provide a copy to next monthly meeting(s).

Attend meetings of Post Committees, County, District 1, Department meetings or provide a substitute representative

Required Annual Reports – Consolidated Post Report, Annual Post Data Report, Post Officer Certification