

**THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST
237**

**DEPARTMENT OF ALABAMA
STANDARD OPERATING PROCEDURES
FIRST VICE COMMANDER**

August 1, 2024

Purpose: Provide Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the First Vice Commander of The 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 First Vice Commander of The 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 Officers Guide, or the Constitution and By-laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama.

Authority: American Legion Officers Guide, and the Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022.

**IF AT ANYTIME THIS DOCUMENT CONFLICTS WITH THE
CONSTITUTION AND BY-LAWS, THEN THE CONSTITUTION
AND BY-LAWS TAKE PRECEDENCE.**

References:

The American Legion 2024 Officer's Guide

The Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022,

DUTIES & RESPONSIBILITIES

1. The First Vice Commander shall assume and discharge the duties of the Commander in the absence of, or disability of, or when called upon by the Commander

2. The First Vice Commander shall be responsible for Post membership drives.

a. This may include making phone calls to members whose dues have not been paid. This can serve as a reminder to pay. These phone calls can also confirm if a member is either deceased, or no longer wish to continue their membership with the American Legion. Coordination with the Adjutant is not only helpful, it is a **must**.

b. Seek opportunities to host Post membership drives where veterans are known to congregate. (ex. Veteran's night at a baseball game, etc.)

3. Become familiar with ceremonial protocol for regular meetings and be ready to conduct meetings when needed.

In the rare occurrence of the Commander not being able to attend a formal meeting(s), the First Vice Commander needs to know all of the procedures and not only know ceremonial protocols, but also successfully field motions introduced from the floor.

4. Ensure the Post is an asset to the community. Inform the veterans of the community about the post's programs, service activities, and participation in parades. Reach out to veterans in the community to let them know the Post cares and can help.

a. As First Vice Commander, take an active role in the monthly newsletters to convey programs the Post is involved in, or will soon be involved in. Take that opportunity to recruit volunteers or participants in these programs.

b. The First Vice Commander should be prepared to call the active roster of members and do “buddy checks”. These phone calls are a courtesy to the Legionnaires to show their Post cares about their well-being. These calls can also serve as notification to us of the passing of a member. In such cases, notify the Adjutant. This not only keeps the membership logs current; it allows the Post to update “Post Everlasting” and pay tribute to the deceased.

c. In reaching out to the Legionnaire community, ask not only if they are doing well, but if there is anything they need from their Legion – be prepared to find a way to help those in need. Also, take the opportunity to listen to any concerns or suggestions they might have for the Post.

1). If the member needs veteran support getting disability, get them in contact with the Veteran Service Officer

2). If the member is entering the hospital for 3+ days, contact the Chaplain. Give the Chaplain their name, number, and hospital name.

3). If the member has concerns about the canteen or facilities, work with the Third Vice Commander and Club Manager as appropriate to resolve any issues.

5. The First Vice Commander will update officers and attendees of monthly meetings of current membership numbers and progress to the overall goal of 100%. (Provided by Adjutant)

6. At monthly meetings, First Vice Commander should be prepared to introduce new prospective members and confirm that no current Legionnaires have any reason to oppose/deny membership. The Commander will give the order to prospective new members to be escorted out of the banquet hall by the Sergeant-at-Arms. While away, a vote is taken. Once confirmed, the new members will then be escorted back into the banquet hall where all in attendance welcome new members with a round of applause.