

THE CLAYTON E. MONEYSMAKER AMERICAN LEGION POST 237

DEPARTMENT OF ALABAMA

STANDARD OPERATING PROCEDURES

HISTORIAN

1 JULY 2024

Purpose: Provide the Post 237 Executive Committee and the membership knowledge of the duties and responsibilities of the Post 237 Historian.

Scope: This SOP applies to all of the facets of the duties and responsibilities of the Post 237 Historian.

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

References:

1. The American Legion 2024 Officer's Guide
2. The Constitution and By-Laws of the Clayton E. Moneymaker American Legion Post 237, Department of Alabama, dated November 21, 2022.

Duties, Responsibilities, and Expectations of the Post Historian:

1. **ATTENDANCE AT POST 237 MEETINGS:** The Historian is required to attend the following meetings:

A. **Executive Committee:** As an elected officer of the Post, the Historian is required to attend the meetings of the Executive Committee and perform the following:

- 1). Vote on all seconded motions brought before the Committee
- 2). Address any Post-related or other matters of historical significance of interest to the Committee

3). Address any Post-related issues/concerns such as: building maintenance, social quarters operations, membership, etc.

4). Make any motions on matters deemed important which would benefit the Post

5). Volunteer to support Post-related or other activities/projects

B. General Membership: As an elected officer of the Post, the Historian is required to attend General Membership meetings and perform the following:

1). Adhere to the protocol associated with the meeting's opening and closing activities

2). When called upon by the Commander, provide a Historian report which addresses activities since the last meeting, current and any planned Historian-related activities

3). Vote on all seconded motions brought before the membership

4). Address any Post-related issues/concerns that may/may not have been addressed at Executive Committee meetings

5). Make any motions on matters deemed important which would benefit the membership

6). Address military and civil historic interest topics associated with the Historian's studies and travels

7). Volunteer to support Post-related or other activities/projects

2. RELATIONSHIPS WITH OTHER POST 237 OFFICERS AND COMMITTEES: The Historian should develop a good working relationship with the following Post 237 officers/committees:

A. Commander: The Historian should keep the Commander informed at all times of any matters, either historical related or otherwise, the Historian deems important enough that may benefit the Post.

B. Adjutant:

1). Contact the Adjutant for any needed information regarding Post-related administrative information such as meeting dates/times, other activities and any needed administrative support

2). In the event the Historian is unable to attend an Executive Committee or General Membership meeting, he/she should notify the Adjutant prior to the absence

3). When compiling a Post history, the Adjutant is a valuable source of information regarding officer elections, Post Constitution and By-Laws, Consolidated Post

Report and other Post information

4). Provide the Adjutant any required information which may be beneficial in the performance of his/her duties

C. Finance Officer: Coordinate any requests for financial support for any Historian-related projects

D. Vice Commanders, Trustees, Chaplain, Honor Guard Commander: These officers are valuable sources of information to aid in the Historian's development of the Post History. They have knowledge of Post activities such as Boy's State, Oratorical Contest, JROTC/ROTC awards, Legion baseball, veteran's holidays, veteran's funerals and other information

E. Communications Committee: When appropriate, submit to the Post's Communications Committee articles of Post, local, state and national historical interest, with photographs when possible, for inclusion in the Post's monthly newsletter

F. Alabama American Legion Department Historian: The Historian should develop a working relationship with the Department Historian. This is highly recommended in the event the Historian requires guidance about the development of the Post's one year history or any other duties and responsibilities

3. ONE YEAR POST HISTORY:

A. In accordance with the 2024 American Legion Officer's Guide, the Historian will compile a one year history of Post activities which occurred during the calendar year period from 1 June to 31 May. This and all other annual histories will be of considerable value in the years to come

B. This history will include the narrative, and when possible, photographs of Social Quarters activities, parades, general membership special events, etc. Photographing of activities will be performed by either the Historian, other officers or other members

C. In lieu of a formal Post history, the Historian may submit copies of the Post's newsletter, or other such Post activity accounts, in a bound volume to be maintained by the Post. An index by the Historian of each newsletter is invaluable in guiding the reader to specific information

D. A recommended outline for a one-year Post narrative history and yearbook is contained in appendix pages 125-134 in the American Legion Officer's Guide and Manual of Ceremonies

E. The annual history is a permanent Post record which will be archived in the Commander's office and will be made available for review upon request

F. Although not a requirement, the Historian has the option of submitting the

Post history to the Alabama American Legion Department for judging at the annual Department Convention

4. **SUBMISSION OF ARTICLES IN POST NEWSLETTERS:** The Historian may submit articles of historical interest for publication in the Post's monthly newsletter or similar Post information publication

5. **AMENDMENTS:** Any amendment to the Post 237 Constitution or By-Laws, which conflicts with any provision(s) of this SOP, shall automatically repeal and modify this SOP to the satisfaction of the conflict.