

Post Commander



Lena Heredia-Perez
Department of Florida
Northern Area Commander
904-449-6318
hpfamily3@yahoo.com

floridalegion.org

Overview

- **Purpose**
- **Preparation**
- **Resources**
- **Running an Effective Meeting**

To be a Successful Commander

- **Be Honest**
- **Be Ambitious**
- **Be Enthusiastic**
- **Be Curious**
- **Be Poised**
- **Be Self-Confident**
- **Know the Programs**
- **Look the Part; Act the Part**

What do I do First?

- **Find / read Post Constitution & Bylaws**
- **Review previous minutes for Post Meeting**
- **Review Financial Reports**
- **Communicate with other fellow Post Commanders & District Officers.**

Assessing the Situation

- **What is the overall health of the Post?**
- **What Goals does the Post have?**
- **What does the community think of the Post?**
- **What Legion programs does the Post support?**

Self Assessment

- **Are you prepared to lead the Post?**
- **Do you know your Post members?**
- **Do you understand the Legion values and purposes?**
- **How much do you know about Legion Programs?**

Essential Tools

- **Officers Guide & Manual of Ceremonies**
- **Post Constitution and Bylaws**
- **Department Administrative Manual**
- **Roberts Rules of Order (Current Edition)**
- **Adjutants Guide**
- **District Commanders Guide**
- **Previous Minutes**
- **Previous Financial Reports**
- **Past Consolidated Post Reports**

Post Commanders Role

- **Leadership**
- **Positive Attitude**
- **Energy**
- **Enthusiasm**
- **Passion**
- **Knowledge**

Take Care of the People



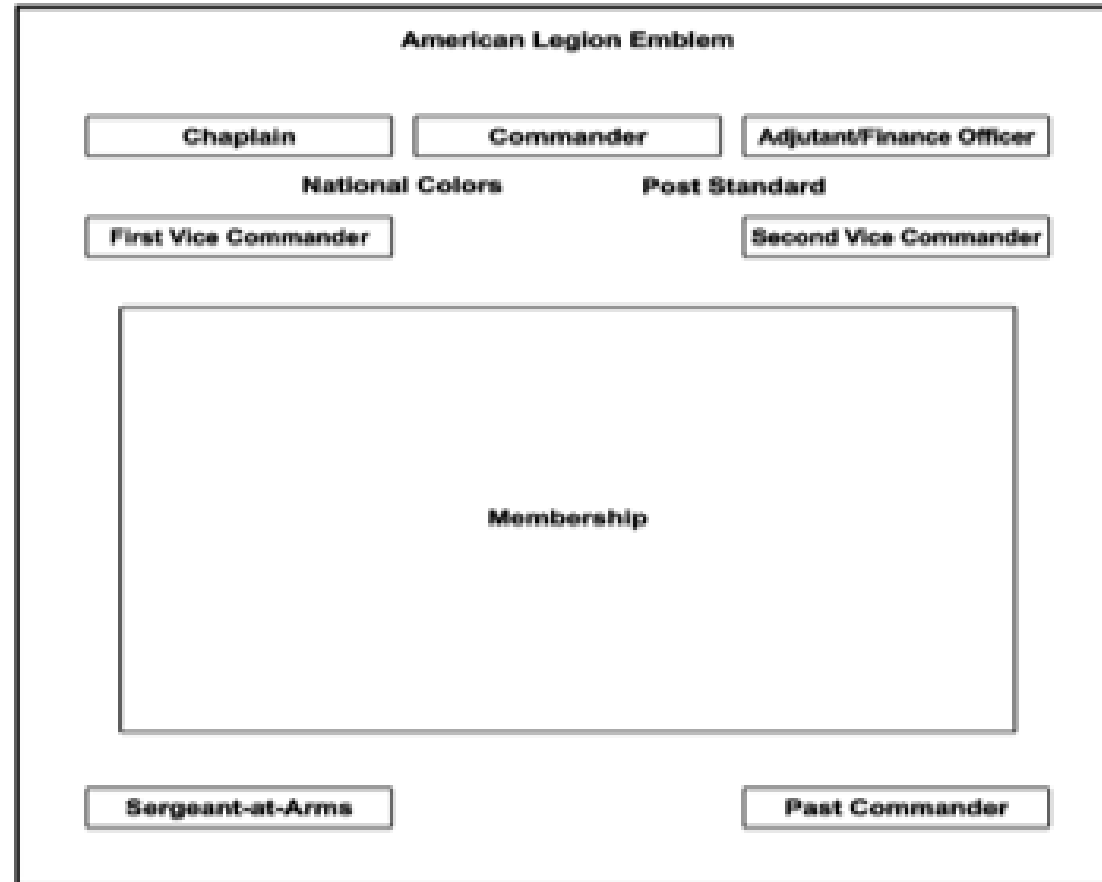
- **Recognize those who do good things!**
- **Submit people for awards at district and department levels.**
- **Submit the Post for awards.**

Running Effective Meetings

Preparing for Meeting

- **Gather Agenda Items**
- **Publish Agenda**
- **Send out Reminder**
- **Set Up the Space**

Set Up Meeting Room



Parliamentary Procedures

- **Keep an Orderly process**
- **Expedite business**
- **Keep the organization focused on its goals and principles**
- **Understand the basics – get the Robert's Rules of Order Book or Pamphlet**



Conduct During the Meeting

- **Uniform of the Day**
- **Late Arrival to Meeting**
- **Cell Phone Etiquette**
- **How to ask Questions or Make Comments**



The Commander's Role

- **Take charge and stay in charge**
- **Ensure everyone is allowed to speak**
- **Keep the discussions on track**
- **Save new or unrelated issues for the final part of the meeting – For the Good of the Legion**

Opening Ceremonies



Opening Ceremonies

- **Salute the colors**
- **Prayer**
- **POW/MIA remembrance**
- **Pledge of Allegiance**
- **Recite the Preamble to The American Legion Constitution**

Order of Business

- **Call to Order (Opening, Roll Call, Minutes, Correspondence)**
- **Introduction of Guests/Officers**
- **Finance Report**
- **Chairman / Committee Reports**
- **Unfinished Business**
- **New Business**
- **Program – Training / Presentation, etc...**
- **For Good of the Legion**





Closing the Meeting

- **Prayer**
- **Recovery of the POW/MIA Flag**
- **Salute / Retire the Colors**
- **Closing Remarks**



A Path to Success

- **Successful Post Commanders become knowledgeable District Commanders**
- **Successful District Commanders become key leaders at Department level or beyond**
- **It all starts at the Post level.**

Reality

- **You can not do it all.**
- **No one is indispensable**
- **We are all volunteering time and talents**
- **Everyone in the group must be involved**
- **Encourage teach mentor and develop**
- **Believe in yourself**
- **Delegate and empower**

A close-up photograph of a hand holding a smartphone. The background is blurred, showing other people in a crowd. The text 'ANY Questions?' is overlaid on the image in a black, serif font. The word 'ANY' is in all caps and a smaller font size, while 'Questions?' is in a larger, more decorative script font. The bottom of the image features a diagonal split between a yellow triangle on the left and a blue triangle on the right.

ANY
Questions?