

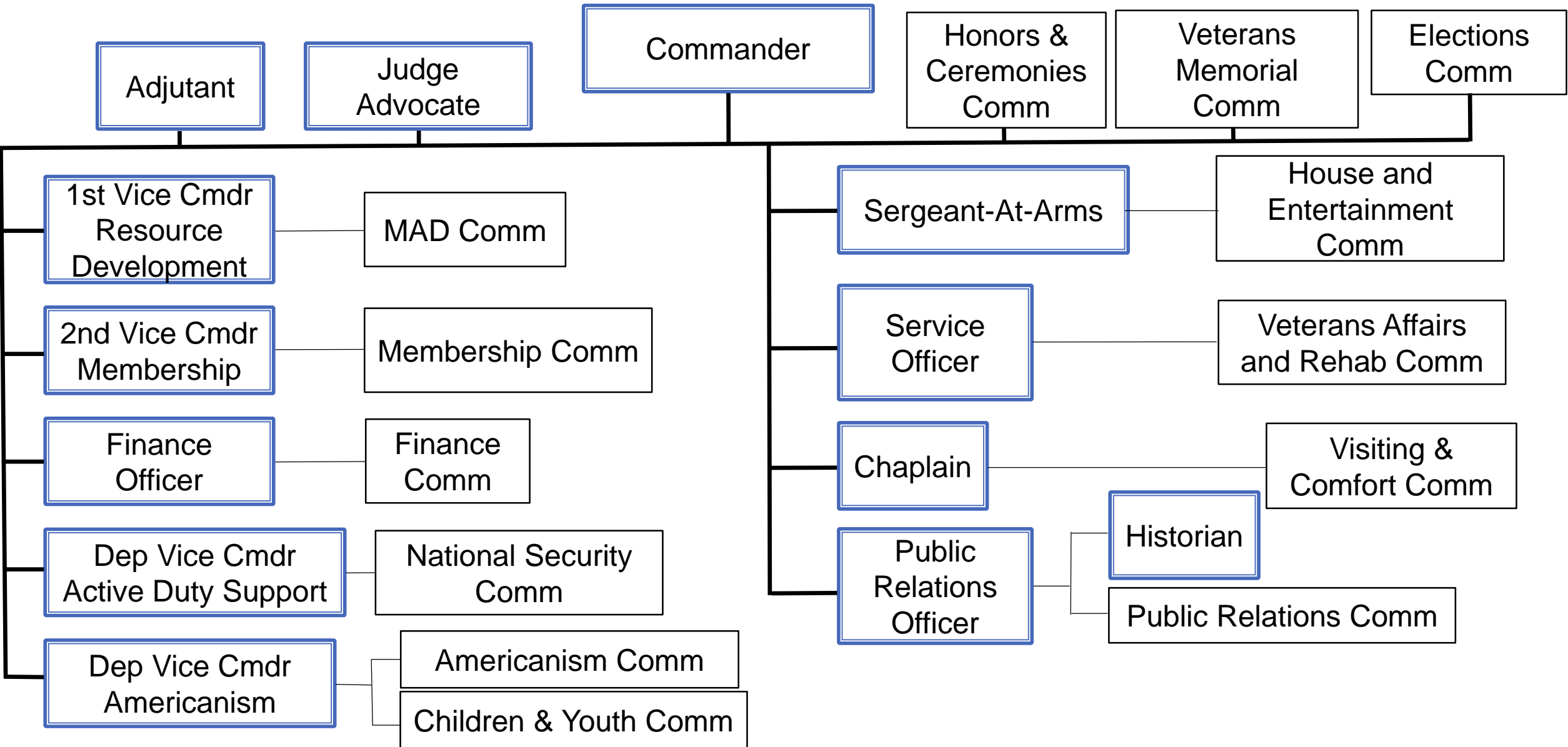


# Our Structure

July 9, 2019

Officer  
Comm

NC  
Post  
543





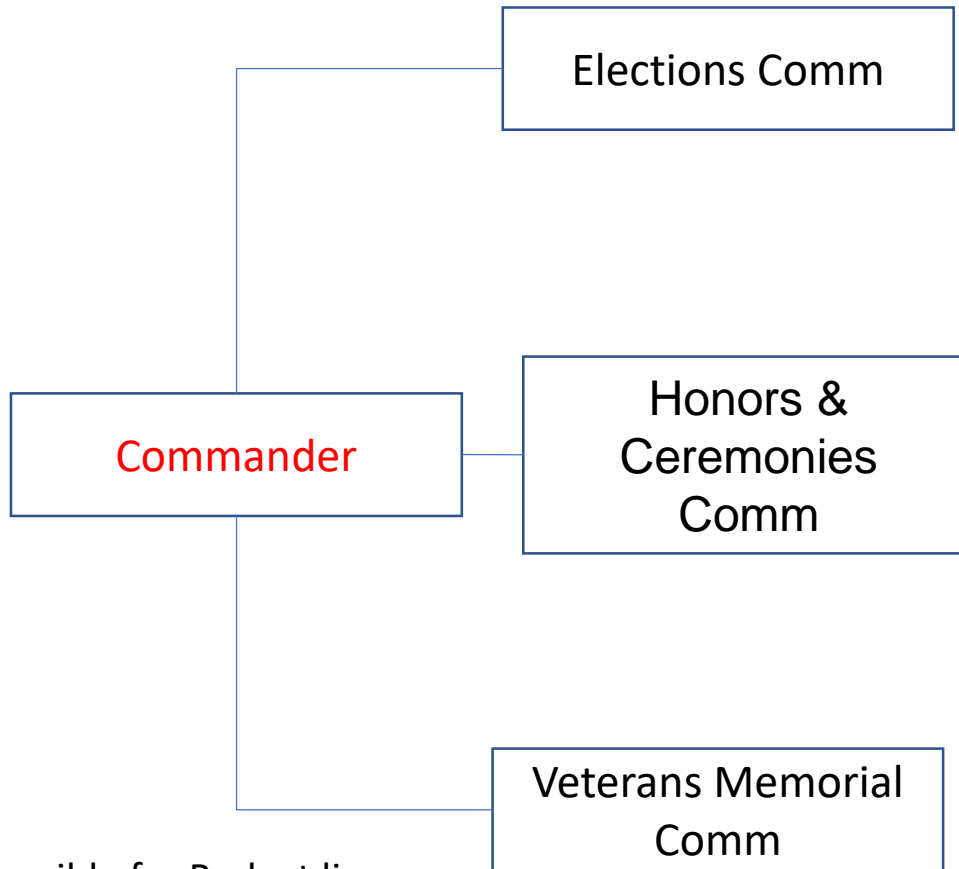
# Post Officers 2019-2020

NC  
Post  
543

POSITION	NOMINEE
Commander	George Freeman
Adjutant	Chris Romig
Judge Advocate	Doc Liberty
1 <sup>st</sup> Vice Cmdr Resource Development	Bill Morgan
2 <sup>nd</sup> Vice Cmdr Membership	Rick Sessa
Finance Officer	Doug Pratt
Dep Vice Cmdr Active Duty Support	Dan Bennett
Dep Vice Cmdr Americanism	Chuck Blackburn
Sergeant-At-Arms	Pom Pomeroy
Service Officer	Steve Muir
Chaplain	Tom Bednarczyk
Public Relations Officer	John Muuss
Historian	Tom Balbert

## Officer Position Function and Assigned Committee Tasks

- General supervision over the business and affairs of the Post & preside at all meetings
- One of three officers authorized to co-sign checks disbursing the monies of the Post
- Signs all letters of donation of Post funds, correspondence/agreements between the Post and external entities, and other documents deemed appropriate by the Commander
- Approve all orders directing the disbursement of funds



- \*Conducts annual nominations and election of officers & Exec Comm "At Large" Positions
- \*Conducts special elections as may be necessary

- \*Presentation of Colors at appropriate meeting and parades
- \*Participation in Post attended local parades
- \*Provide appropriate honors and rituals i.e. vet burial
- \*Maintain and secure all equipment acquired for ceremonies
- \*Set and enforce standard for wearing Legion uniform
- \*Arrangement and Conductance of:  
Memorial Day; SJP 9/11; Veterans Day, 4 Chaplain Sunday

- \*Ensures SJP Veteran Memorial is properly maintained
- \*Assist the Post to raise funds by selling bricks
- \*Order new bricks and have them installed
- \*Contract for maintenance/landscaping of Vet Memorial

Responsible for Budget lines:

INCOME: 1.21, 2.11

EXPENSE: 1.21, 2.11, 2.31, 2.41, 2.51, 2.61, 4.61, 4.65, 5.51, 7.21, 7.61, 7.81

## Officer Position Function and Assigned Committee Tasks

- Keeps a full and correct record of all proceedings of meetings
- Keeps such records as Department and National requires
- Renders reports of membership
- Handles all correspondence of the Post, and other duties as assigned by the Commander
- One of three officers authorized to co-sign checks disbursing the monies of the Post
- With the assistance of the Commander and Sergeant-At-Arms, is responsible for the compilation and presentation of meeting slide presentations

Adjutant

Responsible for Budget lines:

INCOME: None

EXPENSE: 7.31

## Officer Position Function and Assigned Committee Tasks

- Supply advice in the conduct of Post business
- Serve as the guardian of the constitutional form of Post governance
- Procure proper counsel when needed and perform other duties assigned by the Commander

Judge Advocate

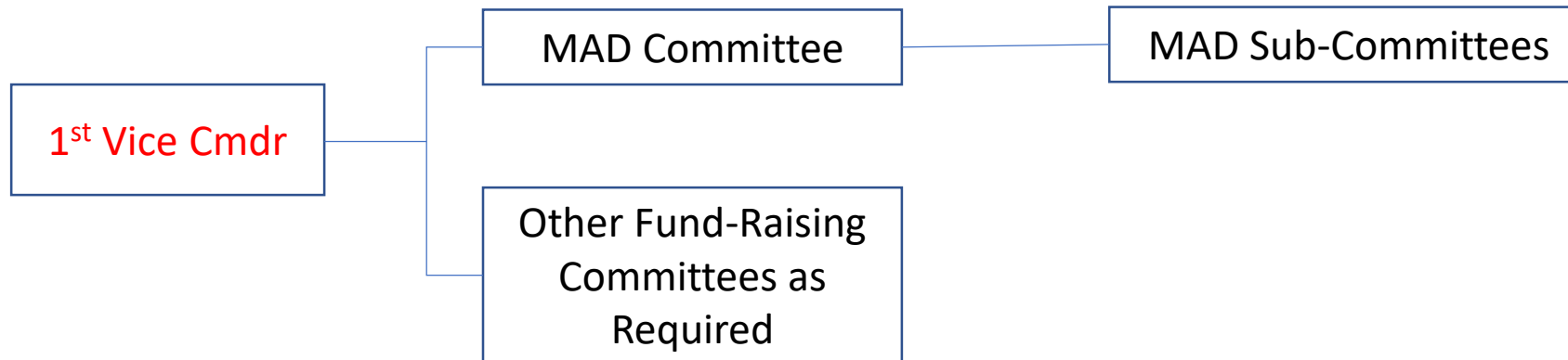
Responsible for Budget lines:

INCOME: None

EXPENSE: None

## Officer Position Function and Assigned Committee Tasks

- Provides overall oversight/direction of **all** Post fund raising and other duties as assigned by the Commander.
- Oversees the Saint James Military Appreciation Day Committee (MAD), and other fund-raising committees deemed appropriate
- Assumes and discharges the duties of the office of Commander in the disability of, or when called upon by the Post Commander to do so



### Responsible for Budget lines:

INCOME: 4.71, 4.81, 9.1

EXPENSE: 4.71, 4.81, 4.91

## EC Position Function and Assigned Committee Tasks

- Responsible for all matters pertaining to Post membership and other duties as assigned by the Commander
- Specific duties shall include but not be limited to:
  - Assuring attainment of American Legion membership goals, processing membership renewals, processing new members and member transfers, mailing membership cards to individual members, maintaining an accurate and current membership list, including all relevant data (e.g. e-mail address, phone, mailing address, etc)
  - Maintain the membership database, provide membership data to the Adjutant monthly to enable proper reporting, and issue mailings as required
  - Maintain members Service awards database, secure required awards and maintain the Service Awards inventory to enable annual issuance to applicable members
  - Assure Post membership figures align with those on file with NC State and National and resolve discrepancies
  - Provide the Sergeant-At-Arms the most current sign-in roster before each General membership meeting that includes applicable personal member data for verification
  - Issue the Post membership roster to all Executive Committee members quarterly
  - Work with the Public Relations Officer and Post Web master to provide information/data as required.



- \*In charge of all matters pertaining to Post membership
- \*Responsible to procure new members
- \*Ensures proper initiation of new members
- \*Validates reinstatement of members
- \*Ensures eligibility of members

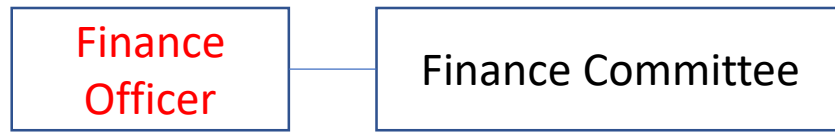
Responsible for Budget lines:

INCOME: 8.21

EXPENSE: 8.21, 7.41

## EC Position Function and Assigned Committee Tasks

- Oversees all Post financial matters and performs other duties as assigned by the Commander
- Has charge of all finances and deposits all funds in a timely manner in a FDIC insured bank account approved by the Executive Committee
- At each Executive Committee meeting, make a detailed report on the finances of the Post, with such recommendations as may deem expedient or necessary for raising funds to carry on the activities of the Post
- One of three officers authorized to co-sign checks disbursing the monies of the Post
- Arranges for the purchase of such surety bonds for those authorized to receive or spend Post funds



- \*Administration of Financial policy
- \*Preparation of Budget
- \*Supervision of receiving, disbursing and accounting of all Post funds

Responsible for Budget lines:

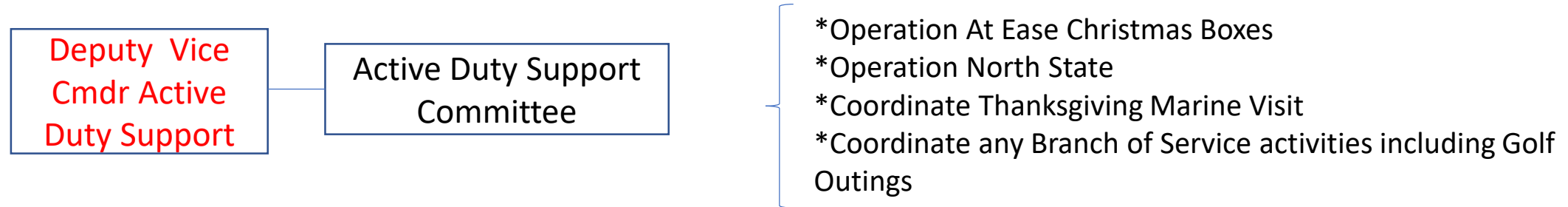
INCOME: 8.41

EXPENSE: 1.71, 1.81, 3.11, 4.92, 7.11, 8.11, 8.12, 8.31, 8.51



## EC Position Function and Assigned Committee Tasks

- Responsible for all Post matters pertaining to building and maintaining relationships with active duty military and Coast Guard organizations, individuals within same, and performing other duties as assigned by the Commander



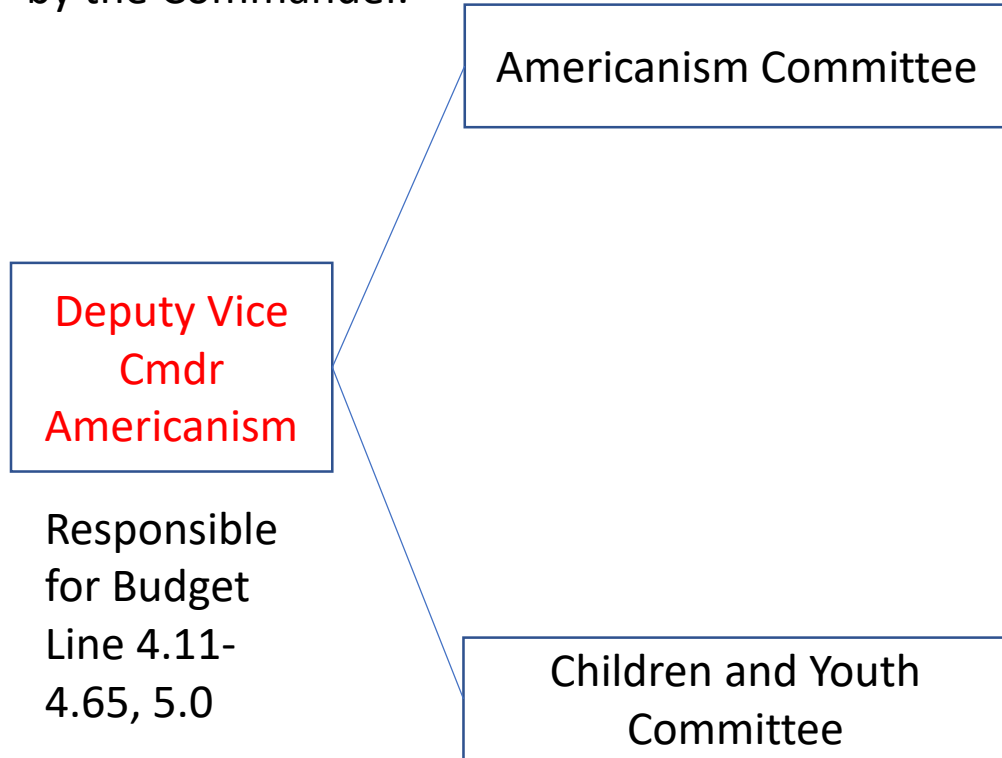
Responsible for Budget lines:

INCOME: None

EXPENSE: 2.21, 3.21, 3.31, 3.41, 3.61, 3.71

## EC Position Function and Assigned Committee Tasks

- Responsible for all matters pertaining to the Americanism Pillar as defined by the American Legion and performing other duties as assigned by the Commander.



Responsible  
for Budget  
Line 4.11-  
4.65, 5.0

- \* Sponsor Boys State and Girls State
- \* Patriotic and Civic instruction in schools ie Flag Education
- \* Support of JROTC at S Brunswick HS – Vets in the Classroom and Jr Shooting Prog
- \* Support naturalization of alien citizens
- \* Combat anti-Americanism propaganda by educating the public
- \* Scouting Support: Eagle Scout of Yr, BS High Adventure Award, Scout Ldr of Yr, Scout Troop/Pack Unit Award, Scout Council Pancake Bfst
- \* Participation in Operation Comfort Warriors
- \* Sponsor and Process Oratorical Contest
- \* Process Richie Stewart Hat Trick Scholarship
- \* Law Enforcement Officer of Year Award
- \* Firefighter/EMT of Year Award
- \* SBMS Speaker Program

- \* Aid and Service to children of veterans including Temporary Financial Assistance
- \* Laboring for the betterment of child conditions including coordinating services and agencies
- \* Act as intermediary for the needy child of a vet
- \* Family Support Network, Health and Child Safety and National Family Week support

### Responsible for Budget lines:

INCOME: 4.21, 4.41, 4.42, 4.51, 5.61

EXPENSE: 3.51, 3.52, 3.53, 4.11, 4.21, 4.31, 4.41, 4.42, 4.51, 4.72, 5.11, 5.21, 5.31, 5.41, 5.61

## EC Position Function and Assigned Committee Tasks

- Serves as the Post's **first** face to members and shall endeavor to create an atmosphere conducive to member participation and performs other duties as assigned by the Commander
- Responsible for meeting room set-up
- Assisting the Adjutant with slide preparation
- Member sign-in
- New member introductions
- Preserving order at meetings
- Responsible for the planning and successful execution of various Post member social events throughout the year

Sergeant of  
Arms

House and  
Entertainment Comm

- \*Arrange meeting space
- \*Prepare meeting space
- \*Cleanup after events and meetings
- \*Arrange for Post social activities
- \*New member on-boarding process

Responsible for Budget lines:

INCOME: 8.61

EXPENSE: 8.61, 7.71

## EC Position Function and Assigned Committee Tasks

- Responsible for bringing to the attention of all veterans and their dependents the rights and benefits granted to them by law and other duties assigned by the Commander
- Know how to access and utilize services available through Legion channels and other community agencies
- Assists younger veterans who may not be fully versed in veteran's benefits and programs
- Assists older veterans needing advice on how to integrate possible benefits into their retirement plans
- Assures dependents are visited as soon as feasible after a veteran's death
- Remains conversant in applicable legislative matters and shares with Post members
- Working in cooperation with the Post Judge Advocate, aids in individual Post member understanding and in-turn the Post's support of the national organization's efforts

Service  
Officer

Veterans Affairs and  
Rehab Comm

- \*Work to identify, validate and coordinate assistance to Post veterans
- \*Assist Post members in prosecution of all just claims against US, NC, employers and relief
- \*Coordinate with county VSO, State Dept of Veteran Affairs and US Dept of Veteran Affairs
- \*Coordinate Post support of rehabilitation services for veterans.
- \*Coordinate VA Voluntary Services
- \*Work to identify, validate and coordinate assistance to needy county veterans (e.g. employment & homeless)
- \*Coordinate Post support of rehabilitation services for county veterans (e.g. disabled Veterans Outreach)

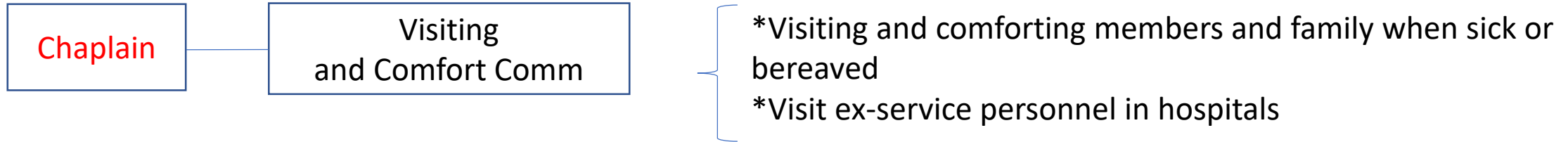
### Responsible for Budget lines:

INCOME: 1.11, 1.51

EXPENSE: 1.11, 1.61

## EC Position Function and Assigned Committee Tasks

- Charged with the spiritual welfare of the Post comrades and will offer divine but nonsectarian service in the event of illness, dedications, funerals, public functions, etc.
- Adheres to such ceremonial rituals as are recommended by the National or Department headquarters and perform other duties as assigned by the Commander.



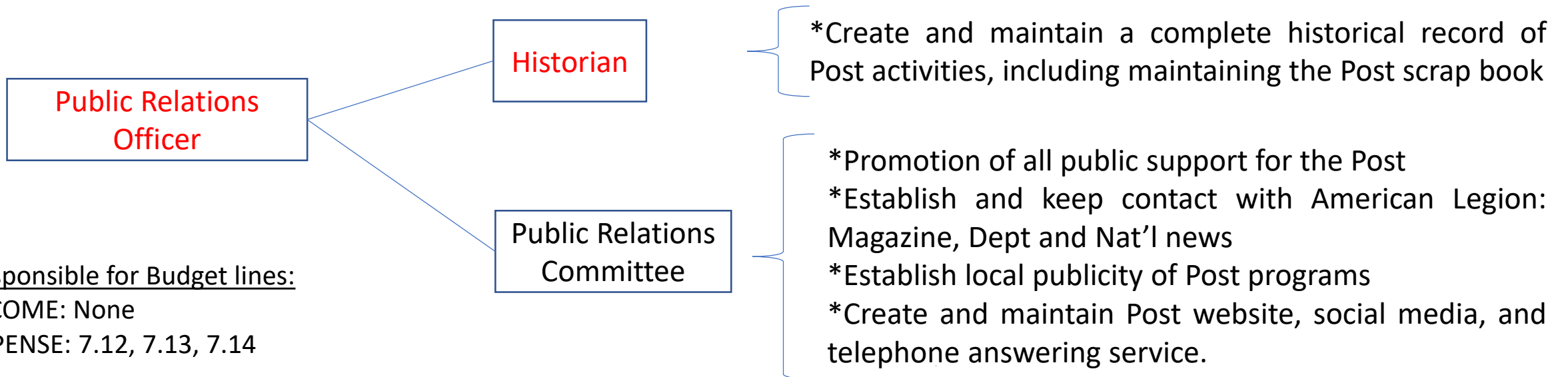
### Responsible for Budget lines:

INCOME: None

EXPENSE: 1.31, provides input to 7.31

## EC Position Function and Assigned Committee Tasks

- Responsible for all matters pertaining to projecting the Post's positive external image to the public and other duties as assigned by the Commander
- Responsible for the development, coordination and implementation of the Posts integrated communications plan with responsibility for all the Post's published external communications, including the Post website and Facebook page
- Duties include development of positive relationships with newspapers, magazines, radio, television and cable services that cover the Post's service area. Alerting all media outlets that cover the Post's service area about all potentially newsworthy Post activities and events, compose or edit all press releases following Associated Press guidelines and, after approval by the Commander, transmit them to the media.
- Write or edit work written by others for American Legion National and Department publications, for Cat-Tales, and for other publications, including e-newsletters, about Post programs and submit them on a timely basis
- Design, coordinate and publish Post brochures and fact sheets



Responsible for Budget lines:

INCOME: None

EXPENSE: 7.12, 7.13, 7.14