

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

Economic Commission

April 24, 2015

1. **Purpose:** To share information on employment and homeless veterans and to recognize those employers who are hiring and retaining veterans.
2. **Scope:** This SOP applies to the Veterans Employment and Education Commission, Department of Missouri. The members of this commission can use this SOP to know and understand their duties.
3. **Authority:** Department of Missouri Constitution and By-laws, The American Legion, Department of Missouri.
4. **References:** None
5. **Membership:**
 1. The Veterans Employment and Education Commission has a membership of nine members, including the chairman.
 2. Each year, the Department Commander recommends to the Department Executive Committee (DEC) three Legionnaires for appointment to a two year term on the Economic Commission.
 3. Each year, the Department Commander, with the approval of the DEC, appoints a member of the Veterans Employment and Education Commission to serve as chairman.
6. **Procedures:**

Responsibilities of the Members of the Veterans Employment and Education Commission.

 1. To be fully engaged and make contact with homeless veteran agencies and services in the member's area.
 2. To share veteran job fair information with districts and posts throughout the member's area.
 3. To actively work with posts to obtain employment award packages from employers who hire and retain veterans.

4. To attend all Veterans Employment and Education Commission meetings scheduled during Fall/Spring Conferences and Convention

Duties of the Chairman of the Veterans Employment and Education Commission.

1. To share all information from National with the members of the Veterans Employment and Education Commission.
2. To submit articles for each issue of the Missouri Legionnaire designed to educate the Legionnaires of Missouri.
3. To arrange for and Chair the meetings of the Veterans Employment and Education Commission. Meetings are conducted at the Fall and Spring Conferences and the annual Department Convention.
4. To report on the floor of the Conferences and Convention the actions of the Economic Commission
5. Maintain minutes of the Veterans Employment and Education Commission.
6. Submit nominations to National for each of the employment awards.

7. Veterans Employment and Education Commission Policy.

1. Winners of the seven employment awards will be presented at the annual Department Convention.
2. Travel costs are not reimbursed to members of this commission for attendance at Department Conferences, Conventions or other called meetings.

Prepared by: _____

Reviewed/Approved by: _____

Adopted: _____