

THE AMERICAN LEGION, DEPARTMENT of MISSOURI  
STANDARD OPERATING PROCEDURE

## Membership Commission

February 20, 2015

**Purpose:** Provide Legionnaires and Membership Commission member's knowledge of the activities associated with the execution of the duties and responsibilities of the Membership Commission.

**Scope:** This Standard Operating Procedure (SOP) applies to the Department Membership Commission, Department of Missouri and was developed to identify the purpose of the Department Membership Commission and delineate the Department Membership Commission principles of operation.

**Authority:** Constitution and By-Laws, The American Legion, Department of Missouri Incorporated, dated July 2013.

**References:**

1. National Membership & Post Activities Committee, Strategic Plan for Sustained Membership Growth.
2. National Executive Committee Fall Meeting 2012
  - a. Resolution #48: Diversity and a Veteran is a Veteran
  - b. Resolution #49: Disenfranchising
  - c. Resolution # 50: Training and Education
  - d. Resolution #51: Veteran Outreach Program
  - e. Resolution #52: The American Legion Post Operations

**Membership:**

1. The Department Membership Commission shall consist of eleven (11) members.
2. The Department Senior Vice Commander and the four (4) Department Zone Commanders by virtue of their offices, with the Department Senior Vice Commander serving as Chairperson.
3. Six (6) members of the Commission are appointed by the Department Commander and serve three (3) year terms.
4. The sixteen (16) District Commanders, by virtue of their office, serve as ex-officio members without vote.

## **Procedure:**

### **Responsibilities of the Department Membership Commission**

1. To formulate, recommend and oversee policies related to:
  - a. The enrollment of members and collection of dues.
  - b. The functioning of Department Zones, Districts, and Posts to retain and attract members.
  - c. The Development of leadership training, tools and promotional activity enablers.
2. To develop and execute a Strategic Membership Plan which shall
  - a. Be approved by the Department Executive Committee (DEC).
  - b. Updated annually and presented to the DEC for approval at the Department Convention.
  - c. Be reported at each Department conference and convention as to plan progress.
3. Such other purposes as may be assigned to it by the DEC

## **Duties**

### **Chairperson**

1. Direct and oversee the accomplishment of the duties and responsibilities of the Membership Commission.
2. Arrange for and Chair Membership Commission meetings at Department conferences and conventions.
3. Report Strategic Membership Plan progress at Department Conferences and Conventions.
4. Submit membership articles quarterly for publication in The Legionnaire.
5. Submit Membership Commission budget to the Finance Commission.
6. Authorize approved Membership Commission expenditures.
7. Maintain inventory of committee assigned equipment.
8. Attend National Membership training.

### **Members**

1. Actively participate in the development, revision, update, collaboration, and coordination of the Strategic Membership Plan.
2. Assist District Commanders and Posts in the implementation and execution of Strategic Membership Plan.
3. Research and prepare membership tools, techniques and training materials.

4. Conduct training and hands-on instruction necessary for the successful implementation and execution of the Strategic Membership Plan.
5. Perform travel as necessary to accomplish Membership Commission duties and responsibilities and assigned tasks.
6. Perform other tasks and duties as assigned by the Membership Commission Chairman.

Prepared by: \_\_\_\_\_

Reviewed/Approved by: \_\_\_\_\_

Adopted: \_\_\_\_\_