

District E-board S.O.P's adapted from by-laws but has no authority:

1. Voting members of E-board consists of: CMDR, Vice CMDR, 3 Executive committee members (1, 2, & 3 years.), & Adjutant or what District C&B state.
2. Historian, Chaplain, Judge Advocate, and Sgt-at-Arms will be appointed by CMDR and do not have voting rights or what District C&B state.
3. All Past District CMDRs in good standing, within a Post in their respective District are members of the E-board, they can make motions & second motions but can not vote on E-board business unless otherwise stated in District C&B.
4. The current seated District E-board serves as the nomination committee for the next years slate of officers, with the Vice CMDR as the chair.
5. Typically, once you have served as District Executive committee, you will be expected to run for District Vice CMDR and CMDR.
6. The adjutant also serves the role of finance officer if one isn't mentioned in the constitution or by-laws.

Expectations for (1st, 2nd, & 3rd year) Executive Committeemen/women:

it is highly recommended you increase what you do each year in preparation for stepping up into the rolls of Vice-Commander and Commander at the end of your 3-year term.

1. Required
 - a. Attend and participate in all District Executive Committee meetings.
 - b. Contact the posts you are assigned to mentor prior to district events, introduce yourself as their district contact and make sure they have all your contact information. Encourage them to attend the events and pick up their membership packet. If

they cannot attend, schedule a time to meet with them and deliver their packet. When a packet is given to a post, encourage them to submit their officers' memberships prior to July 1, so they will be off the "goose egg" list. Contact these posts again at least quarterly throughout the year to encourage and assist them in any way you can.

- c. Attend and participate in the district convention (Usually in March, location varies from year to year)
- d. Attend and participate in a district revitalization or other membership drives (date and locations vary)

2. Highly Encouraged

- a. Attend Department convention
- b. Attend Leadership college (usually at Cloud County Community College, Concordia, in June)
- c. Attend district commander's homecoming (location and date varies from year to year)
- d. Work in the State Fair booth on your district's designated day (Sometime in September, Hutchinson)
- e. Attend District star party if applicable (Usually early March, location varies)

3. Recommended

- a. Attend Department Commanders Homecoming (Usually in August, location varies)
- b. Attend Eisenhower pilgrimage and department Vice-Commanders homecoming (Abilene, mid-October)
- c. Attend Department Christmas Party (date and time varies)
- d. Attend and help with department events
- e. Attend and represent the district at post and community activities when invited, including events not at your home post.

Expectations for Vice-Commander (Department Executive Committee Member):

1. Required

- a. Attend and participate in all District Executive Committee meetings
- b. Contact the posts you are assigned to mentor prior to district events, introduce yourself as their district contact and make sure they have all your contact information. Encourage them to attend the event and pick up their membership packet. If they cannot attend, schedule a time to meet with them and deliver their packet. When a packet is given to a post, encourage them to submit their officers' memberships prior to July 1, so they will be off the "goose egg" list. Contact these posts again at least quarterly throughout the year to encourage and assist them in any way you can.
- c. Attend and participate in the district convention (Usually in March, location varies from year to year)
- d. Assist the commander in organizing district revitalizations or other membership drives, myLegion.org will need to be used to acquire the potential transfer lists (date and locations vary)
- e. Attend Department convention (Usually in May, locations change)
- f. Attend National Membership Workshop in Indianapolis, most of the expenses will be covered by Department, including travel (4 days, usually end of July/beginning of August)
- g. Attend Leadership college (usually at Cloud County Community College, Concordia, in June)
- h. Attend all Department Executive Committee meetings, (After department convention, leadership college, mid-winter forum, before department convention, any special DEC meetings)

called) mileage to some of these events is reimbursed by department.

- i. Attend Mid-Winter Forum (February, location varies)
- j. Attend district commander's homecoming (location and date varies from year to year)

2. Highly Encouraged

- a. If you are planning to run for Commander the year following your term as Vice Commander, be considering committee chairs, district officer post assignments, and appointed district officers prior to district convention. If elected Commander you will have to have these names turned into department no later than June 1st. (some chairs have activities in the beginning of June, make sure to contact each of the people you plan to assign/appoint, ask them if they will accept the position if you are elected and tell them what they are expected to do)
- b. Work in the State Fair booth on your district's designated day (Sometime in September, Hutchinson)
- c. Attend District star party if applicable (Usually early March, location varies)
- d. Attend Department Commanders Homecoming (usually in late summer/early fall, location varies)
- e. Meet the National Commander or Vice Commander when they tour the state (dates and locations vary)

3. Recommended

- a. Attend Eisenhower pilgrimage and department Vice-Commanders homecoming (Abilene, mid-October)
- b. Attend Department Christmas Party (date and time varies)
- c. Attend and help with department events
- d. Attend and represent the district at post and community activities when invited, including events not at your home post.

- e. Visit Boy's State at the KSU campus (Early June)
- f. Participate in or meet the Legacy Run riders (Early June, location varies)
- g. Visit Cadet Law Enforcement Academy (Salina, early June)
- h. Attend National Convention (location varies, just before Labor Day)
- i. Visit Department Camporama (Milford Lake, Labor Day weekend)
- j. Attend or participate in the State golf classic, (late summer/early fall, Topeka)
- k. Help with Big Red One Turkey Run (November, Fort Riley)
- l. Help with Operation Christmas (December, Fort Riley)

Expectations for Commander (Department Executive Committee Member):

1. Required

- a. Attend and lead all District Executive Committee meetings, coordinate with the district Adjutant prior to the meeting to finalize the agenda (and any special meetings called by the CMDR)
- b. Contact the posts you are assigned to mentor prior to district events, introduce yourself as their district contact and make sure they have all your contact information. Encourage them to attend the event and pick up their membership packet. If they cannot attend, schedule a time to meet with them and deliver their packet. When a packet is given to a post, encourage them to submit their officers' memberships prior to July 1, so they will be off the "goose egg" list. Contact these posts again at least quarterly throughout the year to encourage and assist them in any way you can.

- c. Acquire myLegion.org access for the district, you may share your login information with anyone you choose, suggestions would include your Vice-Commander, Adjutant, the Executive Committee members or any other district officers or past commanders that are assigned a post(s) to mentor.
- d. Attend and lead the district convention, coordinate with the host post and the District Adjutant to ensure an accurate Call to Convention is emailed/mailed to every post in the district no less than 6 weeks prior to convention and ensure an accurate program/agenda is printed and dispersed to all in attendance. (Usually in March, location varies from year to year)
- e. Attend the Past District Commanders Dinner (you may bring one guest) on the night before convention if applicable, usually at the host post. You typically are a guest of the Past Commander's dinner and in charge of organizing and are not asked to pay, but don't be surprised if you are. Your first year as a Past Commander you will be asked to bless the meal, your second year as a past commander you will be in charge of organizing it with the two year past President. Organizing will include planning the menu, sending out invitations, decorating (if desired) and printing a program to include the names of the Past Commanders and Presidents, it is recommended that it is updated from the previous year to denote any members that have transferred to post everlasting.
- f. Organize district revitalizations or other membership drives, myLegion.org will need to be used to acquire the potential transfer lists (date and locations vary)
- g. Attend Department convention (Usually in May, locations change)

- h. Attend Leadership college and the DEC meeting, pick-up the membership packets for all the posts in the district. You can give any posts in attendance their packet, pass out the rest to district officers in attendance to be dispersed ASAP to the posts. (usually at Cloud County Community College, Concordia, in June)
- i. Attend all Department Executive Committee meetings, (After department convention, leadership college, mid-winter forum, before department convention, any special DEC meetings called) mileage to some of these events is reimbursed by department.
- j. Work with the District President and District SAL Commander to plan the District homecoming, ensure a flyer/registration form is mailed/emailed to every post, past district commanders, and other current Legion dignitaries; the President and SAL Commander will be responsible for mailings to their past Presidents/Commanders and other dignitaries. This is NOT a district sponsored function, meaning that no money is to pass through the district account, it must be processed through an individual or through a post, unit, or squadron if they are willing to assist (location and date varies from year to year).
- k. Attend District star party (this is a Legion by invitation only function, Auxiliary and SAL may only attend as an invited Legionnaires +1), work with the District Adjutant to plan the program and menu (you may end up preparing some of the food). Consider printing a program, perhaps certificates or some other tangible way to recognize the stars. Some Adjutants may need contacted directly to get a complete list of their stars as we honor all the post stars not just membership stars, Department will provide you with their list once it is

compiled if you request it. Assist the District Adjutant in compiling the complete list early in order for invitations to be sent out in a timely manner. (Usually early March, location varies)

- l. Attend Mid-Winter Forum (February, location varies)
- m. Attend and represent the district at post and community activities when invited (you may need to reach out and ask to attend), including events not at your home post. Try to visit as many posts as you can within the District for meetings, dinners, or special events. Examples of things you might be asked to do are installing officers in posts that request you and being the keynote speaker at post events.
- n. Have committee chairs appointed and district officer post assignments turned into department no later than June 1st (earlier is recommended since some chairs have activities in the beginning of June, make sure to contact each of these people and let them know their assignments/appointments and what is expected of them)
- o. Have a budget approved and sent to department no later than July 1.
- p. The adjutant will be in contact often to get approval for various things, such as: agendas, mailings, etc., be prepared for this so they are not waiting on you to send out information.
- q. Write an article for the Sunflower Legionnaire quarterly and have it submitted to Department headquarters by the 15th of June, September, December, and March. Keep in mind that it will not be published until the first of the following month, so write accordingly.
- r. Provide your successor with digital copies of your homecoming flyer, the membership rally program, the call to convention,

the convention flyer, all scripts, etc. so they can use these files as templates for the following year.

2. Highly Encouraged

- a. Some posts have a wall with the current Legion leadership pictured. Provide a picture of yourself to such posts for their wall, they will appreciate it and that small gesture helps build relationships.
- b. Work in the State Fair booth on your district's designated day (Sometime in September, Hutchison)
- c. Attend Department Commanders Homecoming (usually in late summer/early fall, location varies)
- d. Meet the National Commander or Vice Commander when they tour the state (dates and locations vary)
- e. Attend Eisenhower pilgrimage and department Vice-Commanders homecoming (Abilene, mid-October)
- f. Attend Department Christmas Party (date and time varies)
- g. Attend and help with department events
- h. Visit Boy's State at the KSU campus (Early June)
- i. Attend National Convention (location varies, just before Labor Day)
- j. Attend funerals/memorial services for past District Commanders if there is any during your term if possible.

3. Recommended

- a. Participate in or meet the Legacy Run riders (Early June, location varies)
- b. Visit Cadet Law Enforcement Academy (Salina, early June)
- c. Visit Department Camporama (Milford Lake, Labor Day weekend)
- d. Attend or participate in the State golf classic, (late summer/early fall, Topeka)

- e. Help with Big Red One Turkey Run (November, Fort Riley)
- f. Help with Operation Christmas (December, Fort Riley)

Expectations for Chaplin:

1. Required

- a. Offer prayer at the opening and closing of the meetings of the District assembled (both general meeting/gatherings and e-board meetings)
- b. Attend and participate at the District convention. Conduct a memorial service at convention for the members within the district that have transferred to post everlasting the past year, this list can be obtained from myLegion.org. District Auxiliary Chaplain will also participate and provide the name of auxiliary members that have passed away the past year. Provide a memorial service program to all in attendance that includes the agenda and a roll call list of all Legion family members who have died during the past year. Coordinate with the host post to print the bulletin (Usually in March, location varies from year to year)
- c. Contact the posts (if any) you are assigned to mentor prior to district events, introduce yourself as their district contact and make sure they have all your contact information. Encourage them to attend the events and pick up their membership packet. If they cannot attend, schedule a time to meet with them and deliver their packet. When a packet is given to a post, encourage them to submit their officers' memberships prior to July 1, so they will be off the "goose egg" list. Contact these posts again at least quarterly throughout the year to encourage and assist them in any way you can.

- d. Attend and participate in a district revitalization or other membership drives (date and locations vary)
2. Highly Encouraged
 - a. Attend Department convention (Usually in May, locations change)
 - b. Attend Leadership college (usually at Cloud County Community College, Concordia, in June)
 - c. Attend district commander's homecoming (location and date varies from year to year)
 - d. Work in the State Fair booth on your district's designated day (Sometime in September, Hutchison)
 - e. Attend District star party if applicable(Usually early March, location varies)
 3. Recommended
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 - c. Attend Department Christmas Party (date and time varies)
 - d. Attend and help with department events

Expectations for Historian:

1. Required
 - a. Contact the post historians, provide them with guidance and encouragement on completing a post history book. Guidance on the requirements of a book can be found at Legion.org. Ask that they attend and bring the book to District convention.
 - b. Judge the history books presented at District convention and choose a winner to be sent to Department convention.

- c. Create a District history book and present it at Department convention.
- d. Attend and participate in all District Executive Committee meetings
- e. Attend and participate in the district convention (Usually in March, location varies from year to year)
- f. Contact the posts (if any) you are assigned to mentor prior to district events, introduce yourself as their district contact and make sure they have all your contact information. Encourage them to attend the event and pick up their membership packet. If they cannot attend, schedule a time to meet with them and deliver their packet. When a packet is given to a post, encourage them to submit their officers' memberships prior to July 1, so they will be off the "goose egg" list. Contact these posts again at least quarterly throughout the year to encourage and assist them in any way you can.
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Expectations for Sgt-at-Arms:

1. Required

- a. Secure the doors once a meeting has begun so that any interruption due to people coming or going, or outside noise is minimal. Do not allow coming or going during a memorial service except in an emergency.
- b. Assist the Commander during any District meeting, including passing out papers or other items, escorting an unruly member from the meeting, or any other such duties.
- c. Drape the POW/MIA flag when requested by the Commander.
- d. Post colors when requested by the Commander.
- e. Transport colors to/from all district functions.
- f. Attend and participate in all District Executive Committee meetings (and any special meetings called by the CMDR)
- g. Attend and participate in the district convention (Usually in March, location varies from year to year)
- h. Contact the posts (if any) you are assigned to mentor prior to district events, introduce yourself as their district contact and make sure they have all your contact information. Encourage them to attend the event and pick up their membership packet. If they cannot attend, schedule a time to meet with them and deliver their packet. When a packet is given to a post, encourage them to submit their officers' memberships prior to

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