

POST ADJUTANT

Serving your members and your Post

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Adjutant I Session

- 10:00 am – 10:50 am
- Rm PA255
- June 6, 2026

Course Objectives

Participants will learn about...

- Job description of Post Adjutant
 - Supplies
 - Costs
- The responsibilities of the position
 - Keeping minutes
 - Obligations to National/Department/Post

POSITION DESCRIPTION

- Administrator of the Post
 - Recorder of the minutes
 - Process members
 - Receive & report communication
 - Support and assist other officers

NECESSARY TOOLS

- Dedicated workspace (highly recommended)
- Current Post roster from MyLegion website
 - **You are responsible to print this.**
- New membership year ID cards—check your names match your roster
- Envelopes, postage stamps, stampers
- Computer—with internet access
- Post Adjutants Manual, Post Constitution & By-Laws
- (optional) MyLegion app on phone, mobile device (iPad)

Covering costs

Things to purchase

- Stamps and envelopes
- Copies, if your Post doesn't have a copier
- Stampers for checks, signatures, return address, early bird...

Revenue source

- A portion of membership dues cover these costs.
- National: \$23.50 Department: \$16.50
Post: _____ (set by each Post)
- Post funds from online renewals will build up with Department and get sent once a year.

Recording Minutes

Adjutants keep track of official events as they occur in a Legion Post.

Develop a system that is understood by anyone that walks into your Post and asks for the past records of the Post.

Before Post Meeting: Agenda

- Just like the minutes, the agenda is a vital part of the meeting
- Helps keep track of issues to discuss
- Helps follow up on necessary items
- Assigns ownership to action items
- Base the next meeting's agenda from the previous month's minutes

Post Meeting: Minutes

- Format your paper
 - Date, roll call, officer reports, old business, new business....
- Read through previous minutes, present to membership for approval before beginning next meeting.

Sample template for general membership minutes



Earl Collier American Legion Post 153

410 E. Dennis Ave., Olathe KS 66061

Monthly Meeting Minutes

Meeting date: **Time:** 7:00 p.m. **Place:** Post 153

Roll Call (present=y, absent=n):

Commander	1 st Vice	Sgt. At Arms	
Chaplain	2 nd Vice	Finance Officer	
Adjutant	Public Relations Officer	Service Officer	

Members present:

Quorum met:

Flags posted. Prayer, POW/MIA recognition, Pledge of Allegiance, Preamble statement read.

Reading of the minutes:

Motion: Name withheld--I move we waive the reading of the minutes as they are posted on the bulletin board and available online.

2nd: Name withheld

Result: carries

Guests:

Awards/Recognition:

New members:

Sick Call:

Post Everlasting:

Officer Reports & Motions:

Officers Reports			Motions:
1 st Vice:			
2 nd Vice:			
Adjutant			

Sergeant@ Arms		
Finance Officer		
Public relations		
Chaplain		
Service officer		
Sons		
ALR		
Scouts		
Bingo		
Honor guard		

Old Business:

New Business:

Closing ceremony: Closing prayer, POW/MIA retrieved, flags retired.

Meeting adjourned:

Prepared by Adjutant Julie Miller

Approved by Commander Mike Harris

Post Meeting: Minutes

- Keep to the business, avoid off-topic discussions, summarize.
- Record all motions made and seconds and results. You don't need to include all the discussion.
- Recording device will make life easier. Make it known to membership that you are recording.
- Commander's approval before publishing.
- Keep in a safe and accessible place.

Other types of meetings

- Executive Board—a meeting by the officers of the Post, used for planning for general meetings or business topics that may not pertain to general membership.
 - Less formal than a general membership meeting, but minutes are kept and published.
 - Not all Posts have E-board meetings.
- Executive Session—a closed meeting by the officers and anyone else invited.
 - Discussion notes may be kept but not published.
 - Usually for personnel matters or discussion of a confidential matter.

PROCESSING MEMBERSHIP



Membership renewals

- Process renewals promptly.
- Deposit checks
- Mail out new membership cards
- Keep a record
- Print transmittal summaries (or save as a PDF)
- Early birds—typically any renewals before first renewal reminder (approx. Sept. 10, 2025)
- Online Credit from online renewals.



Membership renewals

- Early birds—typically any renewals before first renewal reminder (approx. Sept. 10, 2026)
 - An Early Bird stamp is currently \$23 or \$25 on Flag and Emblem Sales
- Online Credit from online renewals and PUFLs may be mailed from Department once a year.



Membership types

- PUFL—(National) Paid up for Life—no member ID cards for these members. National sends them to the member.
- Honorary members-Post can choose who they make honorary
- KDL—Kansas Department Life members—some Posts make these members honorary.

Membership types

- One year renewal
 - Most common
 - Payment made to the Post or online

Membership types

Online renewals

- Member pays full dues amount online.
- Post will get their online credit from Department.
- Check Online Renewals report regularly.

3-year memberships

- Can only be made online.
- There aren't any 3-year membership cards.
- You will have to keep track each year who has already paid their dues.

New Members

- Follow National's eligibility criteria for applicants.
 - Post Adjutant's Manual, pg. 11
- Follow your Post's by-laws for membership.
- If applicant has an expired membership, count him/her as a new member.
- Use old membership number. If no one knows it, have the person call National.

Transfers

- If the member has not paid for current year, you can transfer them to your Post.
- If member has paid for current year, fill out an MDF (next slide)
- If current and coming from another Post, reach out to that Post Adjutant.
- Follow National and Post By-Laws to admit into your Post.

Member Data Form (MDF)

- Non-electronic form for membership changes
- Fill out for Transfers who are current on dues. Get Member's signature—even if it is Post 58.
- You can also use MDF to change addresses, report deceased member or a change in membership status. Most of which can be handled on MyLegion.

Roster Update report

- Useful to see if new/transfer members have processed.
- You will see members who may have transferred out of your Post without letting you know.
- Deceased members you entered as well as those family members who may have entered a deceased member that you didn't know about.

Member ID cards

- Three parts: Member card, Dept. card, National card
 - Previous year's members' cards will be pre-printed
 - If you are processing through MyLegion, you keep the Dept. and National cards.
 - Sign the member's card, stamp with Early Bird (if appropriate) and send to member.
 - Continuous years—if this isn't correct, member may need to contact National to fix.
 - Signature—you need to sign the card before mailing it.
- Blank cards
 - New and replacement cards
- Multiple account numbers for same member? Call Department or National.