

Fellow Legionnaires,

Post 290's Nomination Committee is starting to put together a slate of nominations for Post Officer positions to serve the 2025-2026 term. If you have the time and interest or want to see things done differently/better at the Post, I encourage you to submit a nomination or nominations to serve as a Post Officer.

Any Post Member in good standing is eligible and encouraged to submit his/her nomination for ANY position, even if an incumbent has expressed an interest in continuing to serve in that position.

Once submitted, the nominations will be added to the 2025-2026 Officers slate, which will be presented to the General Membership at Post 290's April 2025 General Membership meeting. The General Membership will then vote on nominees at the May 2025 General Membership meeting with Officer installations to occur in June 2025. The term of service for Post Officers is June 2025 – June 2026. Two Executive Committee Members' three-year terms will be completed in June 2026. So, if a Post Member is elected to fill one of the two Executive Committee Member positions, that Member's term will end in June 2028.

Here is a list of Post Officer positions for 2025-2026

Commander

1st Vice Commander

2nd Vice Commander

3rd Vice Commander

Adjutant

Finance Officer

Service Officer

Chaplain

Judge Advocate

Historian

Public Affairs Officer

Sergeant-At Arms

Executive Committee Member (3-year term)

Executive Committee Member (3-year term)

Below are descriptors for Post Officer positions:

COMMANDER: It shall be the duty of the Post Commander to preside over all meetings of the Post and to have general supervision over the business and affairs of the Post, and such officer shall be the Chief Executive Officer of the Post. The Post Commander shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Post for the year, and recommendations for the ensuing year, which shall be

read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. The Post Commander is an ex-officio member of all committees.

1st VICE COMMANDER: The 1st Vice Commander shall assist and discharge the duties of the office of the Commander in the absence or disability of the Commander, or when called upon, by the Post Commander. The 1st Vice Commander is responsible for Post membership and shall also render annual reports on membership, or when called upon at a meeting. The 1st Vice Commander is the Chairman of the Post's Membership Committee.

2nd VICE COMMANDER: The 2nd Vice Commander shall assist and discharge the duties of the office of Commander in the absence or disability of the Commander and 1st Vice Commander, or when called upon, by the Post Commander. The 2nd Vice Commander is responsible for oversight of contracted personnel for cleaning of and repairs on Post facilities, as well as scheduling the use of Post facilities and handling rentals of the Post Annex. ***Please note that the 2nd Vice Commander will NOT be required to perform custodial duties, as these services will be contracted out by the Post 290 Executive Committee.*** The 2nd Vice Commander is the Chairman of the Post's House Committee.

3rd VICE COMMANDER: The 3rd Vice Commander shall assist and discharge the duties of the office of Commander in the absence or disability of the Commander, 1st Vice Commander and 2nd Vice Commander or when called upon, by the Post Commander. The 3rd Vice Commander is Chairman of the Post's Ways and Means Committee – responsible for conducting periodic and regular money-making activities conforming to Post policies, all special money-making functions sponsored by the Post, and recommendations to the Post Membership for ways and means of accomplishing the two previously-mentioned activities. The 3rd Vice Commander is also Chairman of the Post's Entertainment Committee – charged with the arrangement of social activities, the promotion of Post advantages and the entertainment for Post meetings, such as speakers, music, refreshments, etc.

ADJUTANT: The Post Adjutant shall have charge of and keep a full and correct record of all proceedings of the Post, keep such records as the Department and National organizations may require, and under direction of the Commander handle all correspondence of the Post. The Post Adjutant is an ex-officio member of all committees.

FINANCE OFFICER: The Finance Officer of the Post shall have charge of all finances and see that they are safely deposited in some local bank or banks and shall report to the Post Membership the conditions of the finances for the Post, with such recommendations as he/she may deem expedient or necessary for raising funds with which to carry on the activities of the Post. The Finance Officer shall be bonded in such sum as shall be fixed by the Post Membership and shall be the Chairman of the Finance Committee. He/she shall keep records

of all receipts and expenditures with supporting vouchers, using the suggested forms of National Headquarters, The American Legion.

SERVICE OFFICER: The Service Officer shall disseminate such information and instruction as may be helpful in dealing with affairs of disabled veterans, matters concerning the administration of the Department of Veterans Affairs or Adjusted Compensation Law, claims of ex-servicemen against the United States Government.

CHAPLAIN: The Chaplain shall be charged with maintaining the spiritual welfare of the Post comrades and will offer divine but non-sectarian service in the event of dedications, funerals, etc., adhere to such ceremonial rituals as are recommended by the National or Department Headquarters from time to time.

JUDGE ADVOCATE: The Judge Advocate's duties shall be to advise the Post Commander of the interpretation or modification of the Post's Constitution, Bylaws, and Rules and Regulations, and be responsible for an annual financial audit and the Post Responsibility Audit as described in the American Legion Officer's Guide.

POST HISTORIAN: The Post Historian shall consolidate the reports call memorial exercises held during his term of office. The Post Historian shall be custodian of such books, manuscripts, pamphlets, and like possessions relating to the Wars belonging to the Post. The Post Historian shall be charged with maintaining individual records and incidents of the Post and duties as may properly pertain to the office as may be determined by the Post Executive Committee.

POST PUBLIC AFFAIRS OFFICER: shall be responsible for advancing the visibility of Post 290's programs and activities with all available media (print, social, and radio). Post Public Relations will establish rapport with the local newspapers, radio stations, and work with the webmaster and other social media sources. Post Public Relations will provide articles and photos for publication and dissemination of Post programs and activities.

SERGEANT-AT ARMS: The Sergeant-at-Arms shall receive all visitors, take their names, Post Numbers, and the purpose of their visit, and pass this information on to the Adjutant for introduction to the membership. The Sergeant-at-Arms shall escort all distinguished guests to the Commander immediately, and may challenge any member for good standing whenever he/she sees fit to do so and shall preserve order at all meetings. The Sergeant-at-Arms shall ensure that the color bearers place the colors in their proper place during the Post meetings and shall perform such other duties as may be assigned from time to time by the Post Commander.

EXECUTIVE COMMITTEE MEMBER: The Post Executive Committee shall have general supervision of the Post's affairs between General Post Membership meetings. The Post Executive

Committee shall make recommendations to the General Post Membership and perform such other duties as are specified in the Post's Bylaws.

In conclusion, American Legion Post 290's leadership encourages all members to become actively involved in our Post. Everyone is encouraged to submit a nomination for any and all positions that might interest them.

Please feel to contact me with nominations for inclusion on the 2025-2026 Post Officer slate or to find out more information regarding Officer positions with Post 290.

I can be reached at: mscullin@gmail.com or 703-863-5288.

Respectfully,

Michael Scullin

Adjutant

Stafford American Legion Post 290