

## Officers and Chairman

Job descriptions and responsibilities are ultimately defined within the Constitution and By-Laws for the organization at the level which an Officer or Chairman serve. The following is an overview of responsibilities that are common to each position listed below. In all circumstances, the positions require communication with the different levels of the Sons of The American Legion at National, Detachment, County/District and Squadron.

**Squadron Commander:** Responsible for leading the Squadron, teaching and protecting the cardinal principles of the Sons of The American Legion and supervising duties of all other squadron officers. The Squadron Commander is guided by the squadron's constitution & bylaws and by the decision of the squadron as a body, and is primarily responsible for the success of the current year's programs and activities. The Squadron Commander should ensure that meetings are conducted properly. A recommended order of business and the ceremonial ritual is suggested.



Some squadrons have two Vice Commanders while others have one. For those that have multiple Vice Commanders, their duties may be split up in the following way:

**First Vice or Senior Vice Commander:** Focuses on membership enrollment activities, and/or

**Second Vice or Junior Vice Commander:** Responsible for patriotic observances, the development of squadron activities, and planning entertainment and social activities that may be scheduled in conjunction with squadron meetings.

**Adjutant:** The official secretary of the Squadron/Detachment, this officer maintains contact with Squadron members and Detachment Officers, keeps the Squadron/Detachment records, and publishes necessary orders, announcements and instructions and is a main administrative conduit between National, Detachment and Squadron levels of our organization.

**Finance Officer:** Responsible for receiving Squadron/Detachment funds and paying all bills when authorizations have been given for payment.

**Chaplain:** Responsible for the spiritual leadership of the Squadron/Detachment, he should be ready to take part in the initiation of new members, dedication ceremonies and the funeral services of a comrade.

**Historian:** Maintains a record of the Squadron/Detachment activities.

**Sergeant-at-Arms:** Serves as the sentinel or outer guard of the Squadron or Detachment. In addition to being the custodian of the flag and squadron standards, he should be ready at all times to assist the Squadron/Detachment Commander.

**Chairman, in general:** Are appointed positions by the Commander to which the Commission or Committee reports. The Chairman initiates and communicates information from local areas to National and programs and information from National to local. He leads the efforts to a productive outcome and leads the meetings of his Committee or Commission of which he is the primary leader within that Committee or Commission. The various Commissions and Committees a Squadron or Detachment may have should have the specific areas of responsibility outlined in the Squadron, District or Detachment Constitution and By-laws.

## Chapter 2 : Officers & Chairmen

### Officers and Chairman *continued...*

**VA&R Chairman:** The Veterans Affairs & Rehabilitation (VA&R) Commission participates in the programs and services that enhances the lives of Veterans and their families, through the voluntary work in Veterans Administration Volunteer Service (VAVS) and the continued efforts to help our veterans get back to a normal functioning life. The Chairmen coordinates and initiates efforts to increase volunteers in VAVS and all programs under VA&R. The Chairman Communicates information to and from the Detachment and National Committees in support of their ongoing efforts.



**Americanism Chairman:** The Americanism Chairman coordinates and directs efforts to educate and support the beneficial elements of our society in respect and compliance with law and order, the raising of wholesome youth, respectful observance of patriotic holidays and remembrances, education and law-abiding citizenship.

Among key areas of concern are: U.S. Flag Protection, Illegal Immigration issues, Voter Registration and Participation, Boy Scouts of America, The Pledge of Allegiance, Boys State/ Nation, American Legion Baseball, The American Legion High School Oratorical Competition, plus other programs.

**Children & Youth Chairman:** Responsible to the Commander and his Squadron/ Detachment, The chairman organizes and oversees activities to formulate, recommend and implement plans, programs and activities designed to assure care and protection for the children of veterans; to improve conditions for all children and youth with due concern for maintaining the integrity of the family home; to prevent social and physical ills of children and youth where possible; to maintain a balanced program that provides for the physical, emotional, intellectual, and spiritual needs of young people and to receive and give information on local Committee activities and to communicate with the Detachment and National Committees in support of their ongoing efforts.

**Child Welfare Foundation Chairman:** Responsible to the Commander and his Squadron/Detachment, The chairman organizes and oversees activities to formulate, recommend and implement plans, programs and activities designed to raise funds and awareness of CWF within the Squadron & Post and Detachment & Department; to assist Squadrons with fundraising ideas and promotion of the CWF mission; to provide information on local Committee activities and to communicate with the Detachment/National Committees in support of their ongoing efforts; to recognize the individual, Squadron, District/County and Detachment efforts in support of CWF.