

THE AMERICAN LEGION, DEPARTMENT of MISSOURI  
STANDARD OPERATING PROCEDURE

## Leadership Training Committee

October 20, 2014

**Purpose:** To assist the Department in preparation and presentation of training opportunities for the benefit of Missouri Legionnaires.

**Scope:** This SOP applies to the leadership Training Committee, Department of Missouri and was developed to describe the duties of the Leadership Training Committee.

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

### Membership

1. The Leadership Training Committee has a membership of six (6) members, including the chairperson.
2. The Leadership Training Committee members shall be selected from graduates of The National American Legion College.
3. Each year, the Department Commander recommends to the Department Executive Committee (DEC) six (6) Legion College graduates for appointment to either a three (3) year, two (2) year, or one (1) year term so that two memberships on the committee expire each year.
4. Each year, the Department Commander, with approval of the Dec appoints a member of the Leadership Training Committee to serve as chairperson.

### Procedures

#### Responsibilities of the Leadership Training Committee

1. Prepare and conduct District Officer's training.
2. Prepare and conduct customized Department training for Fall, and/or Spring conferences as requested on traditional or timely topics.
3. Conducts annual Zone training events.
4. Select/arrange National LEAD training event in cooperation with the Department Adjutant when appropriate for presentation at Department events.
5. Encourage attendance and participate in training at Department and Zone training events.

6. Identify and encourage Legionnaires exhibiting leadership potential to apply for National American Legion College.
7. When directed, play a role in recommendation of National American Legion College Candidate(s). *Some years the committee has been tasked with reviewing applications and selecting recommendations. Most recently the committee was told which candidate(s) the Department would be recommending. The past practice of sending the Department Commander appointee has not necessarily been in compliance with the National American Legion College guidelines for applicant eligibility.*
8. To meet at the Fall and Spring Conference and Department Convention to evaluate the current status of program implementation and make training accommodations.

### **Duties of the Chairperson of the Leadership Training Committee**

1. Arrange for and chair the meetings of the Leadership Training Committee. Meetings are conducted at the Fall and Spring Conference, and the annual Department Convention.
2. Submit report of Leadership Training Committee meetings and training events during the General Sessions.
3. Submit articles about the Leadership Training events and announce availability of Legion College applications to the Department Adjutant in a timely fashion for inclusion in *The Legionnaire*.
4. Evaluate and update Department Leadership courses, programs and events in cooperation with the Department Adjutant and Department Commander.
5. At the conclusion of a Department offline American Legion Extension Institute, submit final exams and course fee to The American Legion National Headquarters Internal Affairs.
6. Submit committee budget to finance commission. Authorize approved committee expenditures.
7. Maintain inventory of committee assigned equipment, i.e. LCD projector.
8. Assist committee members in the facilitation of Department training and preparation for training.
9. Attend The American Legion National membership training.

### **Procedures**

1. Coordinate with zone Vice-Commanders selection of date, location and training topic for Zone training.
2. Utilize monthly mailing, *The Legionnaire*, Department website, and any other communication avenue available to promote training.

3. Facilitate training events
4. Solicit applications for National Legion College to the Department July 1.
5. The Leadership Training Committee shall follow National Legion College eligibility guidelines for recommendation of Missouri Candidate(s).
6. Submit Legion College candidate recommendations to the Department Adjutant with recommendation rationale.
7. Coordinate with Department Adjutant the National Leadership Education and Development (LEAD) course selections for presentation at the Fall or Spring Conference.
8. Committee member(s) should serve as host and assistant to National training staff when presenting at a Department Conference or Convention.

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

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

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