

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

County Government Committee

July 31, 2016

Purpose: To establish procedures and policies of the Department of Missouri County Government Committee.

Scope: This SOP applies to the County Government Committee. It provides guidance on duties, procedures, and responsibilities for member of the Committee, and general information for other members of the Department of Missouri.

Authority: Constitution and By-Laws of the American Legion, Department of Missouri, Inc. ARTICLE IX, Section 1.

References: None

Membership: The committee shall consist of six (6) members, including the chairman, who are appointed for three (3) years. A chairperson shall be appointed by the Department Commander each year. There is no limit on the number of terms a member may serve. There are no geographical limits on membership.

Procedures

1. **Recent Background:** The National Executive Committee of the American Legion in May 1950 adopted a resolution whereby County Government was authorized and became a part of the official program of The American Legion as an activity of The National Americanism Commission. The 1954 Department Convention of Missouri adopted a resolution setting p a Department County Government Committee to further County Government in Missouri. This program gives high school students an insight on the working of government on the local level.
2. **Responsibilities of the Committee**
 - a. Assist the Districts in planning and executing their County Government Day. Provide to the Districts, when needed or asked for, an outline of the County Government Day Program.
3. **Meetings:** The Committee shall routinely meet at the Annual Convention and at the Spring and Fall Conferences.

Duties

1. **Chairperson:** The Chairperson shall preside at each committee meeting. The Chairperson shall provide notice to committee members of any Committee meeting not listed on published Convention or Conference schedules and when possible provide reminders of scheduled meetings. The Chairperson shall prepare minutes of each committee meeting, and shall report on the committee's activities during the General Session at the Convention and Conferences when called upon.
2. **Members:** Members are expected to attend scheduled committee Meetings.

Prepared by: _____

Reviewed/Approved by: _____

Adopted: _____