

THE AMERICAN LEGION, DEPARTMENT of MISSOURI
STANDARD OPERATING PROCEDURE

**AD-HOC Advisory Committee on
Committees/Commissions**

Purpose: To interview each chairperson of every Department committee and commission

Scope: This SOP applies to the Ad-Hoc Advisory Committee on Committees/Commissions, Department of Missouri. The members of this committee can use this SOP to know and understand the duties of the Ad-Hoc Advisor Committee on Committees/Commissions. This committee shall serve year to year as an Ad-Hoc committee unless released from duties or upon becoming a standing committee for the Department of Missouri.

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

Membership

1. The Ad-Hoc Advisory Committee on Committees/Commissions has a membership of three members including the Chairperson.
2. Each year, the Department Commander recommends to the Department Executive Committee (DEC) three Past Department Commanders for appointment to either a three (3), two(2) or one(1) year term on the Ad-Hoc Advisory Committee on Committees/Commissions.
3. Each year, the Department Commander, with the approval of the DEC, appoints a member of the Ad-Hoc Advisory Committee on Committees/Commissions to serve as chairperson.
4. Recommendations made by the Ad-Hoc Advisory Committee on Committees/Commissions require a majority approval of the committee members.

Procedures

- A. Responsibilities of the Ad-Hoc Advisory Committee on Committees/Commissions.

1. To interview each chairperson of every Department committee and commission for the purpose of evaluating the effectiveness of each committee/commission for which they are responsible.
2. Each committee/commission chairperson shall be interviewed during either the fall or spring conference. Half the Department committees and commission chairpersons shall be interviewed during the Fall Conference and the second half of the chairpersons shall be interviewed during the Spring Conference.
3. To assist chairperson of each committee/commission in identifying members who are not participating or otherwise not supporting the mission of the committee/commission on which they are members.
4. To receive, from District Commanders, individuals, or other sources, no later than April 20th of each year, recommendations of personnel interested in serving on a committee/commission.
5. To review all committee/commission membership recommendations submitted for authenticity and interest in serving on a committee.
6. To compile and present to all candidates for Department Commander, no later than the first week in May of each year, a list of candidates who have expressed an interest in serving on a committee/commission. This list may be used by the candidates for Department Commander for the purpose of selecting and nominating individuals to serve on a committee/commission. This list does not preclude the candidates from nominating a person(s) of their own choice to a committee/commission, but does serve as a source of candidates to serve on a committee/commission nominations must be approved by the DEC during the final session of the DEC conducted at the annual Department Convention.

Duties of the Chairperson of the Ad-Hoc Advisory Committee on Committees/Commissions

1. Arrange for and Chair the Meetings of the Ad-Hoc Advisory Committee on Committees and Commissions. Meetings are conducted at the Fall and Spring Conferences, and the annual Department Convention. An Agenda for each meeting should be prepared so as to ensure all business of the Ad-Hoc Advisory Committee on Committees/Commissions is completed.
2. A meeting of this committee should be conducted during the last week in April for the purpose of reviewing and compiling a list of individuals who are interested in serving on a committee/commission. Once compiled, this list should be presented to all candidates for Department Commander for their use in selecting chairpersons and members to serve on Department Committees and Commissions.
3. Attend all Department DEC meetings

4. To present to the Department Commander the committee's recommendations for eliminating ineffective or non-participating members of committees/commissions.
5. Sends out an annual letter to all District Commanders soliciting names of individuals interested in serving on a committee/commission.
6. Throughout the year, receive and compile names of individuals interested in serving on a committee/commission and presenting these names to the Ad-Hoc Advisory Committee on Committees/Commissions for their annual meeting in late April or early May (see #2 above)
7. Maintain minutes of the Ad-Hoc Advisory Committee on Committees/Commissions for presentation to the DEC.

Ad-Hoc Advisory Committee on Committees/Commissions Policy

1. Policy decisions can be revised if approved by a majority of the Ad-Hoc Advisory Committee on Committees/Commissions.
2. Travel costs are not reimbursed to members of this committee for attendance at Department Conferences, Conventions or other called meetings.

Prepared by: _____

Reviewed/Approved by: _____

Adopted: _____