



Department Leadership School

Roles of District and Department Officers

Stewards of the Position

The positions we hold do not belong to us;
They belong to the organization.

We must live up to the responsibility of the office we hold.

Someone is going to remember you.

Duties and Responsibilities

- Department Vice Commanders
- District Commanders
- District Vice Commanders

Also Applicable:

- Other Department Officers
- Other District Officers

Shared Responsibilities (Department VC, District Commander, District VC)

- Attend county and post meetings in your area
- Assist / Motivate / Mobilize the posts in your area
 - Membership
 - Programs
 - Documentation

Shared Responsibilities (Department VC, District Commander, District VC)

- Encourage members to attend meetings
 - County Meetings
 - District Conferences
 - Mid-Winter Conference
 - Leadership School
 - Department Convention
 - National Convention

Shared Responsibilities (Department VC, District Commander, District VC)

- Encourage members to attend events
 - Oratorical Contest
 - Boys State
 - Baseball Tournaments
 - Junior Shooting Sports
 - Legislative Day
 - VA Hospital Visits

Shared Responsibilities (Department VC, District Commander, District VC)

- Mentor and identify leaders to fill roles beyond the post
- Encourage members to stay informed
 - Legion Link newsletter
 - Department website
 - Department Facebook page

Department Vice Commanders

- Represent the Department Commander as called upon
- Serve on the Department Membership Committee
- Duties at Mid-Winter Conference and Department Convention
- Serve on the Department Executive Committee (DEC)

District Commanders

- Conducts District meetings and training sessions
- Serves as liaison between Department and Posts
- Monitors Post compliance with reporting and standards
- Organizes District events and programs
- Coordinate the distribution of membership materials
- Represent the District on the Department Executive Committee (DEC)

District Vice Commanders

- Represent the District Commander as called upon
- Assumes leadership in the Commander's absence
- Assist with the distribution of membership materials
- Work closely with posts within the district
 - Membership
 - Programs
 - Documentation

Other District Officers

- District Adjutant
 - Meeting minutes
 - Maintains district records and correspondence
- District Finance Officer
 - Maintains financial records
 - Prepared financial reports for the district

Other District Officers

- District Chaplain
 - Provides invocations at District meetings
 - Supports member welfare
 - Assists with ceremonies and memorial services
- District Sergeant-at-Arms
 - Maintains order at District meetings
 - Assists with ceremonial duties
 - Ensures proper meeting protocol

Other Shared Responsibilities – Department and District

- Support and strengthen local Posts
- Promote the Four Pillars:
 - Veterans Affairs & Rehabilitation
 - National Security
 - Americanism
 - Children & Youth

Other Shared Responsibilities – Department and District

- Ensure compliance with Constitution & Bylaws
- Promote membership growth and engagement
- Develop leadership within the organization
- Represent the Legion in the community
- Ensure ethical conduct and accountability



QUESTIONS?