**FAQ during How to Run a Post**

**Governance and Bylaws**

1. **Quorum Requirements: Do posts need to include a specific quorum number in their bylaws, and how can this be determined?** 
   * Yes, posts should include a specific quorum number in their bylaws to ensure clarity and operational functionality. The quorum should align with the post’s size and membership base. Typically, it is a percentage of active members or a fixed number that guarantees representation of the membership during the decision-making processes​
2. **Officer Roles: What are the specific responsibilities of officers like the Commander, Adjutant, and Finance Officer, and how do these roles ensure operational effectiveness?** 
   * 1. Post Commander: Leader, Mentor, and Face of the Post
     2. Senior Vice Commander: Membership, assists the Post Commander  
        (Some posts identify as 1st Vice Commander)
     3. Junior Vice Commander: Fundraising, Special Projects, Public Relations  
        (Some posts identify as 2nd Vice Commander)
     4. Adjutant: Records (Minutes, Forms), Backbone
     5. Sergeant at Arms: Meeting Setup, Flag Etiquette, Keeps Decorum during Meetings
     6. Finance Officer: Keeper of the Post Finances
     7. Service Officer: Helps and directs those in need of services
     8. Judge Advocate: Expert on Parliamentary Procedures, Constitution, and By-laws
     9. Historian: Records Post History, may produce Post History Books
     10. Chaplain: Moral and Spiritual Leader of the Post

**Meetings and Engagement**

1. **Effective Post Meetings: What elements make up an effective agenda for post meetings, and how should it be communicated to members in advance?** 
   * An agenda should include call to order, prayer, pledge, reports, old/new business, and closing ceremonies. Communicate the agenda in advance through emails, newsletters, or posts to members
2. **Encouraging Participation: How can posts ensure maximum attendance and participation during meetings?** 
   * Posts can encourage attendance by offering engaging programs, guest speakers, and social opportunities before or after meetings. Personal outreach and reminders also increase participation​ and mental health.

**Financial Oversight**

1. **Auditing Processes: Who should conduct financial audits for the post, and how can conflicts of interest be avoided? Are there SOPs or checklists available for this process?** 
   * Financial audits should be conducted by impartial individuals, ideally external auditors or a dedicated committee, to avoid conflicts of interest. Use department-provided checklists or guides to ensure compliance​
2. **Bonding Requirements: Are the Commander, Finance Officer, and Adjutant required to be bonded and insured, and what are the best practices for ensuring this compliance?** 
   * **Bonding Requirements:**
     1. **Purpose of Bonding**: Ensures protection against financial misuse and liability.
     2. **How to Secure Bonding:** Posts should review insurance options provided by The American Legion or other insurance providers to secure adequate bonding coverage. Consider Officers and Directors insurance.
     3. **Additional Note:** Officers and directors may also require specific insurance, such as Errors & Omissions (E&O) or Directors and Officers (D&O) insurance, to cover broader organizational risks.
   * **Reporting Obligations:**
     1. **Profit and Loss (P&L) Statement:** Always provide a Profit and Loss report at regular intervals, typically during meetings, to maintain financial transparency.
     2. **Additional Reports:** Include a comprehensive financial report summarizing income, expenses, and account balances.
   * **Qualifications for Bonding:**
     1. Requirements for Officers: Officers responsible for financial management (e.g., Finance Officer and Adjutant) may need to meet certain qualifications or provide assurances to be eligible for bonding or insurance coverage.
   * **Best Practices:**
     1. Maintain detailed and up-to-date financial records.
     2. Conduct regular audits (internal or external) to ensure compliance and transparency.
     3. Ensure that all financial actions are documented and authorized as per post bylaws.

**Tools and Resources**

1. **QuickBooks for Financial Transparency: What financial reports (e.g., balance sheet, cash flow, profit/loss) should be shared with members at meetings?** 
   * Not required but suggested. Reports such as the balance sheet, profit and loss statement, and cash flow summary should be shared during meetings to keep members informed​.
2. **Legacy Management: How can posts improve record-keeping to ensure continuity when officers change, possibly using platforms like SharePoint or other tools?** 
   * Posts can improve record-keeping by utilizing tools like SharePoint, physical filing systems, or cloud-based services. These ensure continuity during officer transitions

**Programs and Community Engagement**

1. **Program Implementation: How can posts effectively manage programs like Boys State, Girls State, and other community-focused initiatives to reflect the Legion’s mission?** 
   * Posts can manage programs like Boys State and Girls State by creating committees, involving community partners, and using promotional materials provided by departments​. Departments order materials from National yearly so make sure you know when that happens and get your requests in.
2. **Volunteer Recruitment: What strategies can posts use to identify and engage volunteers for specific committees and initiatives?** 
   * Strategies include publicizing opportunities in newsletters, recognizing volunteers, and partnering with local schools and civic group

**Addressing Concerns**

1. **Handling Member Behavior: What procedures should posts have in their bylaws or SOPs for managing unruly behavior by members or guests?** 
   * Bylaws should include clear procedures for addressing unruly behavior, including warnings, hearings, and potential expulsion. The process should align with guidelines in the Officer’s Guide​
2. **Canteen Management: Why is the canteen separate from post operations, and what guidance can posts follow regarding financial and operational management of canteens?** 
   * The canteen is separate to ensure funds are properly allocated and not intermingled with post operations. Guidance includes establishing a separate committee for oversight and compliance with local regulations**​**

**Mental Health and Member Support**

1. **Mental Health Initiatives: How can posts support initiatives like "Be the One" to address mental health challenges and veteran suicide?** 
   * Posts can support initiatives like "Be the One" by hosting workshops, partnering with local mental health organizations, and promoting awareness at events