



Roles & Responsibilities Sheet

Officer Title:	SAL National Adjutant	Classification:	Administrative – Appointed Position
Oversight Body:	LEGION SAL COMMANDERS ADVISORY COMMITTEE /INTERNAL AFFAIRS	Code:	SAL/National Adjutant
Location:	INDIANAPOLIS, IN	Travel Required:	Travel Required
Salary:	\$1,000 Monthly Stipend	Position Type:	VOLUNTEER
National Legion Staff Contact:	Kevin Mook	Direct Report:	NATIONAL COMMANDER / SAL NEC

National Adjutant Contact Information

FAX OR EMAIL:

Fax number or email:

MAIL:

Name

Address

City, ST ZIP Code

Overview of National Adjutant R.R.E.

[Qualification Requirements:](#)

SAL member in good standing and endorsed by your Detachment and Department

Recommended by SALCA & the National Commander

Approved by the SAL National Executive Committee at the Post Convention NEC and SALOC.

Basic knowledge of Microsoft Office Suite (i.e., WORD, EXCEL, POWERPOINT and OUTLOOK)

ROLE

CONGRATULATIONS!

Serving as the National Adjutant of the Sons of The American Legion is a privilege and honor bestowed by the National Executive Committee of the S.A.L. and approved by the Sons of The American Legion Commander's Advisory Committee (SALCA). Your term in office is for one year and will offer many opportunities to meet many individuals in the American Legion Family and the public.

You will have the unique opportunity to promote the programs of the national organization and provide administrative support to all officers and Com/Com chairmen of the national organization. By taking advantage of the many opportunities to interact with your fellow national officers, your term can have personal and professional development benefits that will last you a lifetime, and you will be able to share your experiences with other members of the SAL.

The primary role of the National Adjutant, when called upon, is to record proceedings of the national organization in all official national meetings assembled. You are required to facilitate the record keeping of all official national documents of the



national organization, working in tandem with the national staff of The American Legion. You shall transmit reports, bulletins, and newsletters of all national commissions and committees and distribute all literature and calls of meetings.

Additionally, the role of the National Adjutant will vary. Periodically, it is worth having a discussion with SALCA, CONA, and the SAL Liaison to agree what the functions as National Adjutant should be. In the **Responsibilities and Expectations** section of this document an initial list of items are expected to be accomplished by the National Adjutant.

The elected national officers include:

- Commander
- Five Vice Commanders

The appointed national officers include:

- * Adjutant and assistant Adjutants
- * Historian
- * Sgt-at-Arms and three assistant Sgt-at-Arms
- * Parliamentarian
- * Chaplain

Non Officer Appointments includes:

- * Aide to National Commander
- * Comm/Comm Scribe

Responsibilities & Expectations

- Facilitating the recording of minutes of all national meetings and conventions.
- Maintaining a master copy of files and past minutes and reports.
- Informing members of the National Executive Committee and Comm/Comm's of upcoming meetings.
- Assist the National Commander and others in the preparation of agendas for meetings.
- Writing and receiving letters/emails on behalf of the National Commander and the organization.
- Keeping NEC members and others informed of what correspondence has been sent out and received.
- Have a thorough knowledge of membership standings and trends.
- Maintaining a master list of contacts of each member of the NEC, Com/Com's and others.
- When called upon, act as a spokesman for the organization and the National Commander at various meetings of SALCA, CONA and The American Legion Internal Affairs Commission.
- Weekly phone call/Zoom meeting with the SAL National Commander
- Bi-weekly phone call with the SAL Liaison
- Monthly phone call with chairman of SALCA



- Mutually cooperate with the National Commander in the monthly publication of an electronic Commander & Adjutant newsletter.
- National Adjutant shall provide an administrative report at the Spring and Fall NEC meetings on key efforts, accomplishments, and outstanding issues in the activities of the organization
- National Adjutant supports the development of the various programs of the national organization, in accordance with the mission statement of the national organization. He shall coordinate the implementation of the decisions, in accordance with the relevant procedures and established practices.
- National Adjutant receives direction from the National Commander and the NEC and provides support for the National Commander, as well as the chairmen of the Com/Com's. He also shall provide oversight of all Com/Com's to ensure that projects are proceeding in timely manner and report to the National Commander on their status not less than quarterly throughout the year.
- National Adjutant cooperates with The American Legion national staff and the SAL National Commander in the preparation, coordination, and follow-up of all national meetings, and ensures that the substantive documents and necessary materials are produced in advance and distributed in a timely manner.
- The National Adjutant develops the annual work plan for his Assistant Adjutants, ensuring their conformity with the priorities of the National Commander and SALAC. He shall oversee their implementation in compliance with the established policies and procedures.
- The National Adjutant determines structure and staffing of Assistant Adjutants consistent with the annual budget approved by SAL Finance Commission, SALCA and The American Legion.
- The National Adjutant provides support for the management of activities of the national organization in conjunction with the existing agenda and the items listed in the SAL Strategic Plan currently in development.
- Conducts an annual review of NEC and Convention agendas with the SAL Convention Committee and the chairman of the SAL Internal Affairs commission, for the purpose of making revisions, deletions, and additions.
- Continue work in tandem with The American Legion national staff to ensure that proper planning is completed in a timely manner to ensure all national meetings are managed in a manner that results in an efficiently and professionally ran event.
- When called upon by the chairman of CENTCOM, initiate the documentation process of all tasks you manage or perform on a month to month basis. **Include copies of frequently used forms and other documents.
- Assign and manage the tasks given to your Assistant National Adjutants
- Providing and coordinating administrative support to the national organization by overseeing the tasks assigned to the Assistant National Adjutants or working with TAL national staff members, in all aspects of meeting planning and logistics directly related to all national meetings, including the preparation of draft agendas and minutes of all meetings.
- Serving as the institutional memory and official record keeper of the national organization and in particular managing the national organizations archives and databases.
- Other tasks that may arise.

The National Adjutant is a key leader to the national organization. The administrative efforts will go far in promoting the programs of the SAL and increasing the level of participation on the national level.



Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time