



## Roles & Responsibilities Sheet

<b>Officer Title:</b>	SAL National Assistant Adjutant	<b>Classification:</b>	Administrative – Appointed Position
<b>Oversight Body:</b>	LEGION SAL COMMANDERS ADVISORY COMMITTEE/ INTERNAL AFFAIRS	<b>Code:</b>	SAL/National Assistant Adjutant
<b>Location:</b>		<b>Travel Required:</b>	Limited Travel
<b>Salary:</b>	INDIANAPOLIS, IN	<b>Position Type:</b>	VOLUNTEER
<b>National Legion Staff Contact:</b>	N/A Kevin Mook	<b>Direct Report:</b>	National Adjutant

### National Assistant Adjutant Contact Information

**FAX OR EMAIL:**

Fax number or email:

**MAIL:**

Name

Address

City, ST ZIP Code

### Overview of National Assistant Adjutant R.R.E.

**Qualification Requirements:**

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

Recommended by SALCA & National Adjutant

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

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

Excellent Time Management Skills

**ROLE**

CONGRATULATIONS!

Serving as the National Assistant Adjutant of the Sons of The American Legion is a privilege and honor bestowed by the National Executive Committee of the SAL and approved by the Sons of The American Legion Commanders 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 assist in many areas and programs of the national organization and provide administrative support to the National Adjutant, TAL national staff, all officers, and Com/Com chairmen of the national organization when called upon to do so. 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 Assistant Adjutant is to assist the National Adjutant with the wise and effective administration of the national organization. Additionally, the role of the National Assistant Adjutant will vary, and other duties may be assigned as needed.

**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**

- You may assist in facilitating the recording of minutes of all national meetings and conventions.
- Assist members of various Com/Com's in recording minutes of their meetings.
- Assist in the preparation of national awards.
- Assist with the registration at all national meetings.
- Organizing, maintaining, and tracking of all documents.
- Assist in the maintenance of a user-friendly filing and document control system.
- Meet with Adjutant and leading candidate for National Commander to ascertain the level of support needed for his upcoming administrative year.
- Prepare certificates for Com/Com's to present at NEC meetings and National Convention.
- Review, update, and draft meeting agendas when requested by the National Adjutant
- Assist the SAL Liaison and other AL national staff at meetings when requested.
- Prepare and distribute convention packets to delegate chairmen of each detachment.
- Organize awards and certificates daily presentations at the annual convention.
- Work with vendor to produce music for guests during all sessions of the convention.
- Update the National Administrative manual when necessary.



- Assist various Com/Com chairman and provide administrative support throughout each administrative year.

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

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