



## Roles & Responsibilities Sheet

<b>Job Title:</b>	SAL NATIONAL COMMANDER	<b>Job Category:</b>	Elected
<b>Department/Group:</b>	LEGION SAL COMMANDERS ADVISORY COMMITTEE/ INTERNAL AFFAIRS	<b>Job Code/ Req#:</b>	SAL/NATL CMDR
<b>Location:</b>	INDIANAPOLIS, IN	<b>Travel Required:</b>	Travel Required
<b>Salary:</b>	\$72,000 ANNUAL	<b>Position Type:</b>	VOLUNTEER WITH ONE YEAR PAID COMMITMENT
<b>National Legion Staff Contact:</b>	Kevin Mook	<b>Direct Report:</b>	SAL Commanders Advisory Committee

### National Commander Contact Information

**FAX OR EMAIL:**

Fax number or email:

**MAIL:**

Name

Address

City, ST ZIP Code

### Overview of National Commander R.R.E.

[Qualification Requirements:](#)

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

Recommended by SALCA

Approved by SALCA and elected by delegates attending the annual national convention.

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

**ROLE**

CONGRATULATIONS!

Serving as the National Commander of the Sons of The American Legion is a privilege and honor bestowed by your fellow members. Your term in office will offer many opportunities to meet many individuals in The American Legion Family and the public. You will have the opportunity to enhance the experience of others and grow as a leader. By taking advantage of the many opportunities to grow, 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.

As National Commander, along with the other elected and appointed officers and chairmen, you set the tone for the organization for the year. You have the opportunity and responsibility to recommend projects and set goals before and after your election. You can increase the national organization's passion for providing our members, veterans, and their families in



need by creating enthusiasm for the service the organization performs by recognizing SAL members as you travel throughout the United States during your year as National Commander.

The National Commander becomes the face of The Sons of The American Legion. This can be an excellent opportunity as well as a tremendous responsibility. The day you are installed as the National Commander, you become an expert on all things about The Sons of The American Legion.

The National Commander is the Chief Executive officer of the national organization of The Sons of The American Legion. As Commander, you issue the call for all regular meetings and special meetings of the national organization to include three National Executive Committee meetings and the Annual National Convention. You shall work in tandem with Sons of The American Legion Commander's Advisory Committee (SALCA) and make recommendations for appointed officers, Committee/Commission chairmen and members, including standing and special committees. Upon approval of The Sons of The American Legion Advisory Committee (SALAC), you shall announce your selection of all national appointed officers and nominate new Committee and Commission members/chairmen to the S.A.L. National Executive Committee and seek their final approval of all your appointments.

Although the National Commander is the Chief Executive of the national organization, the authority of the National Commander is not absolute, and it ends with the end of the term. It is the SAL National Executive Committee and members of SALCA who have the ultimate authority.

**The elected national officers includes:**

- Commander
- Five Vice Commanders

**The appointed national officers includes:**

- \* 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**

- Follow policies and procedures as outlined in the "Commanders Guide."
- Work with National Vice Commanders (NVCs) to ensure every detachment in their regions operates efficiently.
- Promote attendance at all regional and detachment meetings.



- Discuss with NVCs about working with detachments that need assistance with membership, organization, or other challenges.
- Promote various programs, functions and events when participating in Zoom meetings, conference calls or in-person meetings during your travels.
- Participate in various national, detachment/department or local events when invited.
- Implement and maintain monthly electronic or in-person meetings with NVCs, Com/Com chairmen and the National Adjutant.
- Bi-weekly contact with the chairman of SALCA
- Weekly contact with the SAL Liaison
- Maintain a knowledge and understanding of membership data, trends, and unique geographic and cultural characteristics.
- During your travels to various detachments, work with state leadership to identify new squadron development.
- Aid in the development and implementation of regional membership goals and strategic plans.
- Work with NVCs and chairmen to identify and promote veteran service opportunities.
- Recognize and share successful membership strategies.
- Work with the National Adjutant to publish an electronic version of a monthly Commander & Adjutant newsletter for distribution to all national officers, Com/Com chairmen and members, and Detachment Commanders and Adjutants.
- Promote all S.A.L. resources and initiatives.
- Emphasize communication, vision, planning and collaboration.
- Share your vision and requests of your National Convention plans with the SAL Liaison, National Adjutant, and the entire Convention Committee 120 days prior to your convention.
- Provide quarterly reports on the status of your year to SALCA.
- Upon request, provide a comprehensive report to SALCA and the Internal Affairs Commission of TAL.
- During your travels to detachments or other Legion Family events, always be on the lookout for talented SAL members that you believe could be an asset to the SAL national organization and provide information on that member to SALCA.
- When preparing your remarks to address members of The American Legion Family, share your topics with members of SALCA and the leadership of the detachment you are visiting. Your host detachment may want you to announce or endorse an event or program during your remarks.

Preparation and following the responsibilities and expectations outlined in this RRE is key to you having a great year as National Commander.

Promoting teamwork and being a team leader will go far in promoting the programs of the SAL and increasing the level of participation and success on all levels of our organization.



Reviewed By: Name  
Approved By: Name  
Last Updated By: Name

Date: Date  
Date: Date  
Date/Time: Date/Time