



Roles & Responsibilities Sheet

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| Officer Title: | SAL NATL VICE COMMANDER | Classification: | Elected |
| Oversight Body: | LEGION SAL COMMANDER'S ADVISORY COMMITTEE/INTERNAL AFFAIRS | Code: | SAL/NATL VICE CMDR |
| Location: | INDIANAPOLIS, IN | Travel Required: | Travel Required |
| Salary: | N/A | Position Type: | VOLUNTEER |
| National Legion Staff Contact: | Kevin Mook | Direct Report: | NATIONAL COMMANDER / SALAC |

National Vice Commander Contact Information

FAX OR EMAIL:

Fax number or email:

MAIL:

Name

Address

City, ST ZIP Code

Overview of National Vice Commander R.R.E.

[Qualification Requirements:](#)

SAL member in good standing and endorsed by your Detachment and Department
Recommended by SALCA National Vice Commander Selection Committee
Approved by SALCA and elected by the delegates attending the annual National Convention
Basic knowledge of Microsoft Office Suite (i.e. WORD, EXCEL, POWERPOINT and OUTLOOK)
Minimum of one hundred hours public speaking within the last five years

ROLE

CONGRATULATIONS!

Serving as the National Vice Commander of the Sons of The American Legion is a privilege and honor bestowed by your fellow members in your region. Your term in office 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 support the detachments in your respective region. By taking advantage of the many opportunities to interact with your fellow National Vice Commanders and the detachment officers in your region, 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 Vice Commander, you will be called upon to visit detachments in your region and possibly other states outside of your area, dependent on the travel schedule of the National Commander. Your travels to detachments are critical to the



overall success of the SAL You can increase the national organization's passion for providing our members, veterans, and their families in need through creating enthusiasm, exhibiting leadership when called upon, and sharing your knowledge of the Sons of The American Legion throughout the American Legion Family.

Sharing your leadership skills and knowledge does not have to be limited to in-person meetings. Your participation in Com/Com monthly calls and online meetings is also critical to the success of your region.

The elected national officers include:

- the Commander
- Five Vice Commanders

The appointed national officers include:

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

Non Officer Appointments includes:

- * Aide to National Commander
- * ComCom Scribe

Responsibilities & Expectations

- If the National Commander is unable to perform his duties for any reason, you may be asked to perform the duties of the National Commander with the same responsibilities as the National Commander.
- Each quarter, the National Vice Commander shall host a regional Zoom meeting with the leadership of each detachment and one regional meeting with all detachments. Zoom meetings shall be placed on the National Adjutants master calendar within fourteen days of your election. The following is the suggested format:

JANUARY – INDIVIDUAL DETACHMENT MEETINGS
FEBRUARY – INDIVIDUAL DETACHMENT MEETINGS
MARCH – REGIONAL MEETING (ALL DETACHMENTS PARTICIPATE)
APRIL – INDIVIDUAL DETACHMENT MEETINGS
MAY – INDIVIDUAL DETACHMENT MEETINGS
JUNE – REGIONAL MEETING (ALL DETACHMENTS PARTICIPATE)
JULY – INDIVIDUAL DETACHMENT MEETINGS
AUGUST – INDIVIDUAL DETACHMENT MEETINGS
SEPTEMBER – REGIONAL MEETING (ALL DETACHMENTS PARTICIPATE)
OCTOBER – INDIVIDUAL DETACHMENT MEETINGS
NOVEMBER – INDIVIDUAL DETACHMENT MEETINGS



DECEMBER - REGIONAL MEETING (ALL DETACHMENTS PARTICIPATE)

You shall encourage participation down to the squadron level.

- Follow policies and procedures as outlined during the post-convention transition meeting, by the National Commander, and other leaders presenting during the meeting.
- Work with Detachment leadership to ensure every detachment in their regions operates efficiently.
- Promote attendance at all regional and detachment meetings.
- 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.
- Monthly contact with 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 the other NVC's and national chairmen to identify and promote veteran service opportunities.
- Recognize and share successful membership strategies.
- Emphasize communication, vision, planning and collaboration.
- Provide quarterly reports on the status of your year to the National Commander and copy chairman of the NVC Selection Committee
- 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 the National Commander and the chairman of CONA.
- When preparing your remarks to address members of the Legion Family, share your topics with the National Commander 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.
- Request monthly updates from each national chairman that you can share during your detachment Zoom meetings.
- Keep a log of ideas presented to you by detachment and squadron leaders, so you may present those ideas in an organized manner on a quarterly basis to the chairman of the NVC Selection Committee.
- Participate in a bi-monthly Zoom meeting with your fellow Vice Commanders, to discuss ideas, travel experiences, and other topics.
- Be a pillar of your community when representing the SAL presenting accurate information about the American Legion Family when called upon.
- Assist the NVC Selection Committee in the development and updating of a Vice Commander SOP.

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



Promoting teamwork and being a regional 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.

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