



The American Legion

Department of

Officer Orientation Course

Maryland

Officer Orientation Self-Guided Instruction

When using links in this document please remember to right click and select option to open in new window to avoid not being able to return to the presentation when visiting a link or video.



The American Legion Department of
Officer Orientation Course Maryland

Goals and Objectives

- Present topics to improve the members understanding of Department structure, policies, and procedures and rule
- Develop areas of emphasis within the organization and encourage individual growth and self-development
- Improve the base-line knowledge and skill sets needed to effectively lead our organization in the years ahead



The American Legion

Department of

Officer Orientation Course

Maryland

Other Training Requirements and Opportunities

- **American Legion Basic Training** (<https://www.legion.org/alei>)
 - Required course for all Department Officers and candidates
 - Required for all District Commanders
 - Other Region and District Officers recommended completion
- **National American Legion College** (<https://www.legion.org/college>)
 - Recommended course for Department Officers (Post-Vietnam era) and those seeking Department Offices within the next 5 years.
 - Applications due annually to Dept HQs NLT 1 July.



The American Legion

Department of

Officer Orientation Course

Maryland

Department Principles and Policies

- **Sexual Harassment**

- Right click and open in a new window to watch video:
https://youtube.com/watch?v=S1I-paa_MTE&feature=emb_logo
- [Click to view Dept Harassment Policy](#)
- [Click to view Sample Policy for Posts](#)
- Sexual harassment has a severe detrimental affect on the members, employees, and the organization as a whole
- It is the duty to of everyone to foster a climate free from Sexual Harassment, and providing a safe reporting environment for victims.
- Sexual harassment also impacts on volunteer members and safeguards must be implemented to protect everyone



Department Principles and Policies

- **Equal Opportunity and Non-Discrimination**

- Right click and open in a new window to watch videos:
<https://www.youtube.com/watch?v=3lRjzlnR1i0>
<https://www.youtube.com/watch?v=Pjh-JV9jfbw>
- [Click to view Dept Harassment Policy](#)
- DEC Resolutions mandates all Posts comply with all laws, rules, and regulations of the Federal, State, and Local government and agencies
- Sound leadership must be the cornerstone to the effort to eliminate discrimination and sexual harassment
- Illegal discrimination in any form is forbidden within our organization, and all have a responsibility to carry out the Department Policies, and educate others within the organization on the tremendous impact such actions have on the organization



Department Principles and Policies

- **Corporate Policies and DEC standards of care**

Right click and open in a new window to watch videos:

- Non-Profit Board Responsibilities:

https://www.youtube.com/watch?v=LQ20ZeyOEZU&feature=emb_logo

- Non-Profit Board Fiduciary Duties:

https://www.youtube.com/watch?time_continue=1&v=JaCHqOWTUgM&feature=emb_logo

- Non-Profit Board Conflicts of Interest:

https://www.youtube.com/watch?v=UUB6n2VHyNM&feature=emb_logo

- It is essential for Dept Officers and DEC to understand their role and duties within the organization
- These Standards of Care are legal duties required of all Non-Profit Board members, and must be taken seriously



Department Principles and Policies

- **Employee Policies and non-exempt employee limitations**
 - Right click and open in a new window to watch video:
<https://www.youtube.com/watch?v=wUQQka9QJf8>
 - Exempt Employee (Dept Adjutant)
 - All other employees Non-exempt
 - Adjutant directs the staff; Dept Officers are to refrain from tasking or directing the staff
 - Do not contact non-exempt staff off hours as this may require compensation to the staff for overtime; The Dept Adjutant is available if needed during the non-operating hours of the office if needed

The American Legion Department of Officer Orientation Course Maryland

Department Principles and Policies

- Commission and Committee Purpose Manual, and the benefits of properly functioning committees.
 - Review the structure of the Department on the last page of the Purpose manual
 - Review the website "Effective Committees: The Basics", American Library Association, September 11, 2009. <http://www.ala.org/yalsa/aboutyalsa/yalsahandbook/effectivecommittees> (Accessed January 17, 2020) Document ID: a0143ae8-e524-30a4-b907-8f276f167708
 - Understand keys to successful committees:
 - Written Committee Description
 - An effective chair.
 - Members thoughtfully appointed.
 - Accountability to the board. (Dept Vice Commanders assigned to liaison with Commissions)
 - Well-run meetings
 - Annual Calendar Of Major Decisions And Meetings
 - Succession Plan and templates of documents



Department Principles and Policies

- Commission and Committee Purpose Manual, and the benefits of properly functioning committees.
 - Understand the keys to effective meetings
 - Provide an orientation to new members
 - Provide an agenda in advance of meeting
 - Provide recognition of active committee members
 - Seek out unproductive committee members to find out what is getting in a way of performance and then devising strategies to overcome those barrier
 - Involve committee members in developing an annual committee plan of work and make sure that the committee plans are in alignment with the purpose manual's assigned mission.



Department Principles and Policies

- **Etiquette**
 - **Dress and decorum**
 - This is a shifting issue in the Legion
 - Official Meetings attire of Department Officers is Business Dress
 - Many are advocating for Business Casual approach
 - DEC members should use business casual in their meetings
 - **Use of Social media and written communications (including emails and texts)**
 - You represent the Department, your views cannot be differentiated from the organization easily, so many will assume you speak for The American Legion
 - <https://www.youtube.com/watch?v=b9GmCoMGYIE>



The American Legion

Department of

Officer Orientation Course

Maryland

Department Principles and Policies

- Etiquette
 - Speech writing and Public Speaking. Note: Any speech of any type when a Department should be viewed in the light of speaking for the Department, even if that is not the intent of the speaker
 - Post relations and no DIRECTING allowed
 - How to handle calendar and on the spot requests for attendance
 - How to handle the on the spot question