

**OUTLINE OF MEMBERSHIP AND PURPOSE  
FOR COMMISSIONS AND COMMITTEES OF  
THE AMERICAN LEGION, DEPARTMENT OF MARYLAND, INC.**



Revised August 2021

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## **GENERAL INFORMATION**

### **Applicable to all Commissions and Committees**

#### **EXCERPT FROM DEPARTMENT BY-LAWS**

##### **Article I, Section 4**

Section 4. The Commander shall nominate all appointees to all Department Commissions and Committees unless otherwise provided in these By-Laws, and shall serve as an ex-officio a member of each of same.

##### **Article XI, Section 7**

Section 7, Rotating Commissions. The following Commissions shall be permanently maintained, and shall consist of up to nine members. Up to three members shall be appointed to a term of three years, two years, and one year staggered, there shall be no more than three members serving on the Commission from any one District. All appointments shall be made by the Department Executive Committee upon nomination by the Department commander at the first meeting after the Department Convention, and each District may be represented on each Commission.

Each Commission shall annually select its own Chairperson and report his/her name to the Department Adjutant within 30 days after the newest appointments are announced. In the absence of such notice the Department Commander shall designate the Chairperson. The Chairperson of any commission failing to function may be removed by the Executive Committee. The following Commissions shall supervise all committees dealing in their appropriate work, shall develop and recommend policies and programs to the Department Executive Committee and shall strive for continuity and progressive improvement over a period of years.

- a) Americanism Commission
- b) Finance Commission
- c) Internal Affairs Commission
- d) Legislative Commission
- e) National Security Commission
- f) Veterans Affairs & Rehabilitation Commission

#### **EX-OFFICIO MEMBERS**

**(Applies to all Commissions and Committees)**

##### **Opinion of Department Judge Advocate July 17, 2015**

”Ex officio” is a Latin term meaning “by virtue of office or position.” Ex-officio members of commissions and committees, therefore, are persons who are members by virtue of some other office or position that they hold. For example, the Department Constitution and ByLaws authorize a Department Finance Commission with the Department Treasurer as Chairperson of the Commission, the Department Treasurer is said to be an ex-officio member of the Finance Committee, since he or she is automatically a member of that committee by virtue of the fact that he or she holds the office of Treasurer.

Article XI, Section 5, para (a) declares the Department Adjutant is ex-officio Secretary of the Department Finance Commission, but not a voting member of the Commission so should not be counted as part of the quorum of the commission.

Except as specifically limited by the Department ByLaws as described above (Department Adjutant’s role on Finance Commission), ex-officio members of commissions and committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote. However, the Department Commander, who shall be an ex-officio member of all commissions and committees (Article XI, Section 4), is not counted in determining the number required for a quorum or in determining whether or not a quorum is present. It should be emphasized that the Department Commander in this situation is an ex-officio member and still has all of the rights and privileges of membership, including the right to vote. [RONR(11th ed.), pp. 483-84; p. 497, ll. 20-29.]

## **HONORARY MEMBERS**

**(Applies to all Commissions and Committees)**

Honorary Members: In order to recognize extensive and dedicated service to a Commission, Committee, or Program of the Department of Maryland the Department Executive Committee may name Honorary Members to any Commission or Committee authorized in this manual. There is authorized to be affiliated, with all standing Commissions and Committees, honorary members (these members must be Legion members) who have no specific duties except those that may be assigned from time to time by their District. These honorary members are not listed in the department commission and committee book, have **no** duties at the department level, and are not counted in Quorum of the committee. The form contained within this manual shall be completed and endorsed by the Intermediate bodies before being sent to the Department Headquarters for consideration of the Department Executive Committee and they shall have the final decision on naming Honorary Members to Commission or Committees.

## **QUORUM**

Roberts Rules of Order newly revised 11th Edition defines a quorum as, "A Quorum of an assembly is such a number as must be present in order that business can be legally transacted. The quorum refers to the number present, not to the number voting."

In all commissions and committees of the Department the majority of members appointed (51% or more of the membership; excluding honorary members) is a required constitute a quorum.

The only business that can be transacted in the absence of a quorum is to take measures to obtain a quorum, to fix the time to which to adjourn, and to adjourn, or to take a recess. Unanimous consent cannot be given when a quorum is not present, and a notice given then is not valid.

## **CONSULTANTS and ADVISORS**

**(Applies to all Commissions and Committees)**

### **Opinion of Department Judge Advocate July 17, 2015**

"At the department and national level, it has been the practice to deny Consultants and Advisors to Commissions and Committees a vote, while allowing them voice in matters pertinent to their area of expertise. I would advise that this practice continue."

(This opinion supersedes any previous contradictory opinions as to Consultants and Advisors.)

## **APPOINTMENT OF CONSULTANTS AND ADVISORS**

**(Applies to all Commissions and Committees)**

There is authorized to be affiliated with each standing commission and committee such number of consultants and advisors as are deemed appropriate and necessary, who shall serve with voice but not vote as stated in an opinion rendered by the Department Judge Advocate, July 17, 2015

## **AMERICANISM COMMISSION**

### **Membership**

The Americanism Commission shall consist of up to nine members. Up to three members shall be appointed to a term of three years, two years, and one year staggered, there shall be no more than three members serving on the Commission from any one District. All appointments shall be made by the Department Executive Committee upon nomination by the Department commander at the first meeting after the Department Convention, and each District may be represented on each Commission.

The Americanism Commission shall annually select its own Chairperson and report his/her name to the Department Adjutant within 30 days after the newest appointments are announced. In the absence of such notice the Department Commander shall designate the Chairperson

### **Purpose and Responsibilities**

- The Americanism Commissions shall supervise all committees dealing in their appropriate work, shall develop and recommend policies and programs to the Department Executive Committee and shall strive for continuity and progressive improvement over a period of years.
- To supervise and coordinate assigned department committee's activities;
- To promote an understanding and appreciation of American government, the rights and responsibilities of American citizenship, and activity in the American way of life through youth activities, community service, instruction of prospective citizens and legal immigrants, education and educational facilities, and protection of the U.S. flag from physical desecration.
- Annually submit a budget for the commission and all the committees under their supervision to the Department Treasurer not later than April 1st.
- Manage the grant accounts for the commission and propose to the Department Executive Committee worthy grant recipients for approval.
- Annually coordinate the selection of the winners of awards and scholarships assigned to the commission and its committees.
- Report at least monthly to the Department Commander and Department Headquarters the current status and progress of the commission and all assigned committees.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Americanism Commission for supervision and coordination are the Baseball Committee, Boy Scout Committee, Boys State Committee, Boys State Staff, Children & Youth Committee, Junior shooting Sports Committee, Oratorical Contest Committee, Scholarship Committee, Special Olympics Committee

## **BASEBALL COMMITTEE**

**(Assigned to Americanism Commission)**

### **Membership**

The Baseball Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To coordinate, promote, and supervise the operation of the Department Legion Baseball program and ensure all leagues and teams within the Department conform and abide by the rules and regulations of National and Department Legion Baseball.
- To annually review and propose the location, date, time, and other required aspects of the Department Legion Baseball tournaments for subsequent approval of the Department Executive Committee;
- To staff and supervise the Department Legion Baseball tournaments to ensure success.
- To serve as a liaison between National, the Leagues, and teams and to further provide guidance to these entities in the areas of interests of the committee.
- To serve as the final authority on matters of play and rules of Legion Baseball within the Department.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards and scholarships assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **BOYS SCOUT COMMITTEE**

**(Assigned to Americanism Commission)**

### **Membership**

The Boys Scout Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To promote and support the activities of the Boys Scouts of America (BSA) within our Department and Posts.
- To serve as a liaison between National and Posts and to further provide guidance to Posts on policies regarding BSA.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards and scholarships assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **BOYS STATE COMMITTEE AND STAFF**

**(Assigned to Americanism Commission)**

### **Membership**

The Boys State Committee and Staff shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the program. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention.

### **Purpose and Responsibilities**

- To coordinate, promote, and supervise the operation of the Department MD Boys State program.
- Recruit and train staff sufficient to conduct the program
- Recruit young men and educate youth on the benefits of the program and MD Girls State benefits for young women.
- Conduct educational seminars and briefings to prepare youth for attendance.
- To annually review and propose the location, date, time, and other required aspects of the MD Boys State for subsequent approval of the Department Executive Committee;
- To staff and supervise MD Boys State to ensure success.
- To serve as a liaison between National and Posts and to further provide guidance to these entities in the areas of interests of the committee.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards and scholarships assigned to the committee.
- Monthly report committee activities to the Commission Chairperson
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.



## **CHILDREN & YOUTH COMMITTEE**

**(Assigned to Americanism Commission)**

### **Membership**

The Children and Youth Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To formulate, recommend, and implement plans, programs, and activities designed to:
- To assure care and protection for the children of veterans;
- Improve conditions for all children and youth with due concern for maintaining the integrity of the family home;
- To prevent social and physical ills of children and youth where possible, utilizing services of and cooperating with sound organizations and agencies for children and youth;
- To administer the Temporary Financial Assistance for needy children of Veterans program within the Department.
- To serve as a liaison between National and Posts and to further provide guidance to these entities in the areas of interests of the committee.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards and scholarships assigned to the committee.
- Monthly report committee activities to the Commission Chairperson
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **JUNIOR SHOOTING SPORTS**

**(Assigned to Americanism Commission)**

### **Membership**

The Junior Shooting Sports Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To coordinate, promote, and supervise the operation of the Department Junior Shooting Sports program and ensure all leagues and teams within the Department conform and abide by the rules and regulations of National and Department Junior Shooting Sports program.
- To annually review and propose the location, date, time, and other required aspects of the Department Legion Junior Shooting Sports tournament for subsequent approval of the Department Executive Committee;
- To staff and supervise the Department Legion Junior Shooting Sports tournament to ensure success.
- To serve as a liaison between National and Posts to further provide guidance to these entities in the areas of interests of the committee.
- To serve as the final authority on matters of match rules of Legion Junior Shooting Sports within the Department.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **ORATORICAL COMMITTEE**

**(Assigned to Americanism Commission)**

### **Membership**

The Oratorical Committee shall consist of a Chairperson, a Vice-Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To coordinate, promote, and supervise the operation of the Department High School Oratorical and Scholarship Contest program and ensure Posts, Counties, and Districts within the Department conform and abide by the rules and regulations of National Oratorical program.
- To annually review and propose the location, date, time, and other required aspects of the Department Oratorical Contest for subsequent approval of the Department Executive Committee;
- To staff and supervise the Department Oratorical Contest to ensure success.
- To serve as a liaison between National, Posts, Counties, and Districts within the Department and to further provide guidance to these entities in the areas of interests of the committee.
- To serve as the final authority on matters of rules of Legion Oratorical within the Department.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards and scholarships assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **SCHOLARSHIP COMMITTEE**

**(Assigned to Americanism Commission)**

### **Membership**

The Scholarship Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To coordinate, promote, and supervise the Scholarship programs throughout the Department.
- Collect information on the amount of scholarships presented by the Department, Districts, Counties, and Posts. (Source: Department Consolidated Report Summary)
- Review and supervise the list of Department Scholarships not paid to date, and provide assistance to ensure the students utilize all funds available to them to further their education.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards and scholarships assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

**SPECIAL OLYMPICS COMMITTEE**  
**(Assigned to Americanism Commission)**

**Membership**

The Special Olympics Committee shall consist of a Chairperson for the Summer Games and a Chairperson for the Winter Games, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose and Responsibilities**

- To promote and support the activities of the MD Special Olympics within our Department and Posts.
- To serve as a liaison between MD Special Olympics and Posts and to further promote the programs and provide guidance to Posts regarding MD Special Olympics.
- Annually submit a budget for the committee to the Americanism Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **FINANCE COMMISSION**

### **Membership**

The Department Commander shall appoint a nine (9) member Finance Commission with representation from each District as required for all rotating Commissions by Article XI, Section 7, of these By-Laws to serve a term of three years, staggered. Of the nine members, there shall be three members appointed to a term of three years, three to a term of two years, and three to a term of one year; thereafter, each succeeding appointee shall serve a term of three years, unless removed by a majority vote of the Department Executive Committee. In addition to the nine regular members, the Department Treasurer shall be the Commission Chair, the Department Commander is ex-officio member of the Commission and the Department Adjutant is ex-officio Secretary but not a voting member of the Commission. The D Executive Committee, upon recommendation of the Department Commander, may also annually appoint up to three consultants to the Commission.

### **Purpose and Responsibilities**

- The supervision and coordination of all Department accounts, funds, and monies found to exist or which may be created by convention or DEC action
- The submission and granting awards and other reports to the DEC through the Commission;
- Formulate, prepare, defend, and submit the yearly Department budget plan to the DEC for approval at the May DEC meeting and as warranted, submit updates and modifications to the budget for DEC approval;
- Exercise oversight over the execution of the DEC approved budget
- Review and recommend courses of action to the Department Executive Committee for Post submissions related to borrowing funds or encumbering property
- Review and recommend action to the Department Executive Committee in areas of financial concerns and Post Charter cancellations/mergers
- Develop and distribute periodic financial reports prior to each DEC meeting and the annual convention showing, as a minimum, the Department's income, expenses, and variance to the budget, by major program fund account;
- Advise the DEC when any variance in a major program fund account exceeds plus or minus ten percent of the approved budget, with an explanation of recommended corrective action;
- Develop and distribute to each commission chairperson an annual budget timeline to ensure that they are given ample opportunity to participate in the annual budget process;
- Prepare and distribute, prior to the second DEC meeting annually and other occasions when requested by the DEC, a balance sheet showing the Department's income, expenditures, and net worth, including the acquisition cost and depreciated value of assets (such as automobiles, communications equipment, computers, furniture, etc.) with a useful life expectancy of more than one year;
- Conduct periodic studies and analysis for presentation to the DEC to assist them in improving and modernizing the Department's uniform funds management and accountability system;
- Perform such other duties as shall, from time to time, be prescribed in writing and approved by the DEC.

Assigned to Finance Commission: Budget Committee

**BUDGET COMMITTEE**  
(Assigned to Finance Commission)

**Membership**

The Budget Committee shall consist of the Department Treasurer as Chairperson and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention.

**Purpose and Responsibilities**

- Formulate, prepare, defend, and submit the yearly Department budget plan to the Department Finance Commission for action prior to the May DEC meeting and as warranted, submit updates and modifications to the budget for Department Finance Commission action;
- Monthly report committee activities to the Commission Chairperson
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **INTERNAL AFFAIRS COMMISSION**

### **Membership**

The Internal Affairs Commission shall consist of up to nine members. Up to three members shall be appointed to a term of three years, two years, and one year staggered, there shall be no more than three members serving on the Commission from any one District. All appointments shall be made by the Department Executive Committee upon nomination by the Department commander at the first meeting after the Department Convention, and each District may be represented on each Commission.

The Internal Affairs Commission shall annually select its own Chairperson and report his/her name to the Department Adjutant within 30 days after the newest appointments are announced. In the absence of such notice the Department Commander shall designate the Chairperson

### **Purpose and Responsibilities**

- To formulate and recommend policies and to oversee the implementation of adopted policies relating to activities conducted for organizational purposes, including but not limited to such policies as do not properly come within the scope of any other national commission;
- To review and give guidance to the necessary administrative operations of the Department Headquarters;
- To supervise and coordinate assigned department committee's activities;
- Annually submit a budget for the commission and all the committees under their supervision to the Department Treasurer not later than April 1st.
- To be responsible for the promotion of the use of the Manual of Ceremony, including, but limited to the proper wearing of uniforms, caps, regalia, official badges, etc.;
- Report at least monthly to the Department Commander and Department Headquarters the current status and progress of the commission and all assigned committees.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Internal Affairs Commission for supervision and coordination are the Constitution & By-Laws Committee, the Membership Recruiting & Retention Committee Sons of the American Legion Committee, Trophy and Awards Committee.

General oversight of Post programs not within the jurisdiction of other Department Commissions or Committees is within the authority of the Internal Affairs Commission.

## **American Legion Riders Advisory Committee**

**(Assigned to Internal Affairs Commission)**

### **Membership**

The American Legion Riders Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose**

- To promote, and provide assistance/coordination upon request on the Posts' American Legion Rider's programs ensure all subordinate entities including Posts/Squadrons within the Department conform and abide by the rules and regulations of The National and Department American Legion Rider's program.
- To act as liaison between the National Organization to include the National ALR, the Department of Maryland, and the Post ALR and shall uphold the declared principles of The American Legion as well as conform to and abide by the regulations and decisions made by the DEC, or other duly constituted governing body.
- To formulate and recommend policies concerning the operation of the American Legion Riders' program.
- To advise Department, District, County and Post leadership on American Legion Rider's program issues.
- To serve as a liaison between National, Department, and the Posts/Squadrons and to further provide guidance to these entities in the areas of interests of the committee.
- Annually submit a budget for the committee to the Internal Affairs Commission Chairperson prior to March 15th .
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **CONSTITUTION & BY-LAWS COMMITTEE**

**(Assigned to Internal Affairs Commission)**

### **Membership**

The Constitution and By-Laws Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To study and make proper recommendations concerning all matters pertaining to the Constitution & By-Laws and all matters pertaining to the Uniform Code of Procedure for the Organization of National Conventions of The American Legion;
- Annually submit a budget for the committee to the Internal Affairs Commission Chairperson prior to March 15<sup>th</sup>.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **HISTORY PRESERVATION COMMITTEE**

### **Membership**

The History Preservation Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose**

- Preserve the history of our organization
- Assemble, edit , and publish Department History Books
- Annually submit a budget for the committee to the Department Treasurer and Headquarters prior to April 1st.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Department Commander.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **MEMBERSHIP RECRUITING AND RETENTION COMMITTEE**

**(Assigned to Internal Affairs Commission)**

### **Membership**

The Membership Recruiting and Retention Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To formulate and recommend policies and to oversee the implementation of adopted policies relating to the enrollment of members, the collection of dues, the functioning of department, posts, and intermediate levels in a manner to attract and retain members, and the development of leadership training and promotional activities necessary to the foregoing.
- To develop and execute a multi-year membership and Post procurement plan, which shall be approved by the Department Executive Committee. The DEC shall be updated on the plan's progress at least once per year;
- Annually submit a budget for the committee to the Internal Affairs Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.



## **PHOTOGRAPHIC AND HISTORY COMMITTEE**

### **Membership**

The Photographic and History Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- Assist Department Historian with recording the yearly events of the Department
- Official photographers of the Department
- Provide input to website content to reflect Department Activities
- Provide Public Relations and Publications Committee with updated photos and videos to use in their mission
- Annually submit a budget for the committee to the Department Treasurer and Headquarters prior to April 1st.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Department Commander.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **PUBLIC RELATIONS AND PUBLICATIONS COMMITTEE**

### **Membership**

The Public Relations and Publications Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- Working in concert with all American Legion commissions and committees, to build awareness and support for the mission and programs of The American Legion and promote same to active duty military, Guard and Reserve components, military veterans and retirees, and the general public;
- Internal: To educate, motivate and inform The American Legion family of the mission and programs of The American Legion for the purpose of making them promoters of and participants in the activities and aims of The American Legion;
- External: To build awareness of and support for the primary mission and purpose of The American Legion, specially among individual citizens, the United States Congress, national and local government agencies, and corporate America;
- Supervises the preparation of the Department publications in coordination with the Department Adjutant
- Annually submit a budget for the committee to the Department Treasurer and Headquarters prior to April 1st.
- Monthly report committee activities to the Department Commander.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **SONS OF THE AMERICAN LEGION COMMITTEE**

**(Assigned to Internal Affairs Commission)**

### **Membership**

The Sons of The American Legion Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose**

- To coordinate, promote, and supervise the operation of the Sons of The American Legion Detachment and ensure all subordinate entities including Posts/Squadrons within the Department conform and abide by the rules and regulations of National and Department Sons of The American Legion.
- To serve as a liaison between National, Department, and the Posts/Squadrons and to further provide guidance to these entities in the areas of interests of the committee.
- Review and sign authorization vouchers for all expenditures by the Detachment.
- Manage the budget execution of the Detachment.
- Annually submit a budget for the committee to the Internal Affairs Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **TRAINING COMMITTEE**

**(Assigned to Internal Affairs Commission)**

### **Membership**

The Training Committee shall consist of a Chairperson (Dean), and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- Planning, funding, designing and updating course curricula for all Department training including the Department Legion College
- Ensuring training is conducted throughout the year and is regular, and accessible, to the largest number of members possible
- Acquiring and publishing annual commission & committee reports for use as “hand-outs” to class attendees
  - Assigning class instructors
  - Advertising, arranging and encouraging Legionnaire attendance
  - Annually submit a budget for the committee to the Department Treasurer and Headquarters prior to April 1st.
  - Monthly report committee activities to the Department Commander.
  - Submit an annual report of activities to the Department Convention.
  - Such other purposes as may be assigned to it by the Department Executive Committee.

Note: Naming and assigning Legionnaire staffing for convention committees, and for all other associated functional requirements needed to ensure the conduct of a successful Legion college operation rests solely with and at the Department Headquarters office level, except for convention space requirements which shall be coordinated with and provided, at no cost, by the Department Convention Corporation

## **TROPHY AND AWARDS COMMITTEE**

**(Assigned to Internal Affairs Commission)**

### **Membership**

The Trophy and Awards Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose**

- To recommend policies and procedures relating to trophies and awards given by the Department in connection with American Legion activities;
- To annually update and publish the Department Awards Manual in September;
- Annually submit a budget for the committee to the Internal Affairs Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **LEGISLATIVE COMMISSION**

### **Membership**

The Legislative Commission shall consist of up to nine members. Up to three members shall be appointed to a term of three years, two years, and one year staggered, there shall be no more than three members serving on the Commission from any one District. All appointments shall be made by the Department Executive Committee upon nomination by the Department commander at the first meeting after the Department Convention, and each District may be represented on each Commission.

The Legislative Commission shall annually select its own Chairperson and report his/her name to the Department Adjutant within 30 days after the newest appointments are announced. In the absence of such notice the Department Commander shall designate the Chairperson

### **Purpose and Responsibility**

- To provide the Department Executive Committee with a copy of the annual consolidated Legislative Council activities report (which summarizes the Legislative Council's grassroots lobbying efforts for each General Assembly session)
- To represent the Department before the General Assembly and the State boards and committees assigned to the Legislature
- Recommend to the Department Commander for appointments of members of the Legislative Council within sixty days following any election or appointment of a member of the House of Delegates, Senate, or the Elected State Level Offices of the Executive Branch
- To propose any changes to the composition of members of the Legislative Council to the Department Commander when deemed appropriate.
- To assist, through its reports to the Department Executive Committee and its liaison with other Commissions, in the formulation of appropriate legislative actions to be officially endorsed by resolution adopted by The American Legion, Department of Maryland;
- Annually host a luncheon, in conjunction with the National Commander's testimony to Congressional Committees, for the Maryland Congressional Delegation to hear from each member on Congressional actions and initiatives of interest to the Department and to further explain the priorities of The American Legion to our Congressional Representatives.
- Annually submit a budget for the commission and all the committees under their supervision to the Department Treasurer not later than April 1st.
- Report at least monthly to the Department Commander and Department Headquarters the current status and progress of the commission and all assigned committees.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Legislative Commission for supervision and coordination is the Legislative Council.

## **LEGISLATIVE COUNCIL**

**(Assigned to Legislative Commission)**

### **Membership**

The Legislative Council shall be composed of members appointed by the Department Commander upon the recommendations of the Legislative Commission. Recommendations to the Department Commander for appointments of members of the Council shall be submitted by the Legislative Commission within sixty days following any election or appointment of a member of the House of Delegates, Senate, or the Elected State Level Offices of the Executive Branch. A maximum of one representative from each Legislative district and a separate representative to serve in liaison with each Maryland State Senator shall be appointed. The Department Commander shall appoint a Chairperson of the Council.

The membership of the Legislative Council shall be composed of Legionnaires who are politically active in their Legislative districts and whose judgment and advice are respected by their elected representatives. Any member who does not meet these criteria may be removed by the Department Commander and, with the advice and recommendation of the Legislative Commission, a replacement will be appointed.

Appointments to the Legislative Council shall be for two years or until December 31, immediately following the next succeeding general election of members of the General Assembly, except that the Chairperson shall be appointed annually at the first Department Executive Committee meeting following the Annual Department Convention. Members of the Legislative Council, once they have been approved by the Department Commander, need not be resubmitted for each successive General Assembly, provided that the elected representative to which they are assigned has not changed. However, the Legislative Commission has the right to remove Council members and nominate replacements at any time. When a new Council member is nominated, either as a replacement or because a new representative has been elected, the Legislative Commission will require the prospective Council member's qualifications to be submitted with the nomination. The Legislative Commission is charged with keeping the membership of the Legislative Council up to date and of maintaining a vital force capable of immediate effective action when members of the Council are called upon.

### **Purpose**

- To propagate an interest in and a furtherance of the legislative goals of The American Legion and the Department of Maryland;
- To serve as a medium for disseminating information and of developing an understanding with our elected representatives in the General Assembly, the Executive Branch of Maryland State Government, the Counties within Maryland, and /Baltimore City.
- To assist in the preparation of the Annual Consolidated Legislative Activities Report. The report shall summarize the Department's grassroots lobbying efforts;
- Such other purposes as may be assigned to it by the Department Executive Committee.

# NATIONAL SECURITY COMMISSION

## Membership

The National Security Commission shall consist of up to nine members. Up to three members shall be appointed to a term of three years, two years, and one year staggered, there shall be no more than three members serving on the Commission from any one District. All appointments shall be made by the Department Executive Committee upon nomination by the Department commander at the first meeting after the Department Convention, and each District may be represented on each Commission.

The National Security Commission shall annually select its own Chairperson and report his/her name to the Department Adjutant within 30 days after the newest appointments are announced. In the absence of such notice the Department Commander shall designate the Chairperson

## Purpose and Responsibilities

- To recommend policies that will ensure the national security of the United States of America and the security of the citizens of Maryland;
- To have an understanding of the federal budget process and the budget of the United States Departments of Defense, State and Homeland Security and their impact on our nation and the State of Maryland;
- To have an understanding of the state budget process, the budget of the Maryland, and the impact on security and safety of our State and communities.
- To maintain a professional working relationship with the Maryland Departments and Agencies related to interests of the Commission;
- To maintain a professional working relationship with all General Assembly and State/Local Agencies and staff relating to the purposes of the Commission;
- To monitor the hearings of these oversight committees and provide testimony in cooperation with the Legislative Commission and staff;
- To be knowledgeable about security threats to the United States of America and the State of Maryland
- To supervise and coordinate assigned department committee's activities;
- To monitor the manpower, readiness, modernization, quality of life capabilities/conditions, and needs of the Active, Reserves and National Guard of the Armed Forces of the United States
- Annually submit a budget for the commission and all the committees under their supervision to the Department Treasurer not later than April 1st.
- Report at least monthly to the Department Commander and Department Headquarters the current status and progress of the commission and all assigned committees.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the National Executive Committee.

The Commission's purpose is national security. It will have the authority to recommend policy on matters of national security, such as energy self-reliance, and immigration security at the borders for the United States of America.

Assigned to the National Security Commission for supervision and coordination are the Blood Donor Committee, Foreign Relations Committee, Homeland Security Committee, Public Safety Committee and the R.O.T.C. Committee.

**BLOOD DONOR COMMITTEE**  
(Assigned to the National Security Commission)

**Membership**

The Blood Donor Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose and Responsibilities**

- To promote and support the activities of blood donation programs within our Department and Posts.
- To serve as a liaison between blood collection organizations and Posts and to further provide guidance to Posts on policies, needs, and regulations regarding blood donations.
- Annually submit a budget for the committee to the National Security Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

**FOREIGN RELATIONS COMMITTEE**  
(Assigned to National Security Commission)

**Membership**

The Foreign Relations Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose and Responsibilities**

- To serve as a liaison between National and Posts and to further provide guidance to these entities in the areas of interests of the committee being:
  - To review the policies of the United States Department of State;
  - To make recommendations that will enhance the core objectives of the Department of State, those being:
    - (a) promoting peace and stability in regions of vital interest,
    - (b) creating jobs at home by opening markets abroad,
    - (c) assisting nations in establishing investment and export opportunities,
    - (d) bringing nations together and forging partnerships to address global problems such as terrorism, the spread of communicable disease, cross border pollution, humanitarian crises, nuclear smuggling and narcotics trafficking;
- Annually submit a budget for the committee to the National Security Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **HOMELAND SECURITY COMMITTEE**

**(Assigned to the National Security Commission)**

### **Membership**

The Homeland Security Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- To serve as a liaison between National and Posts and to further provide guidance to these entities in the areas of interests of the committee being:
  - To review the policies and objectives of the United States Department of Homeland Security;
  - To make recommendations which relate to homeland security, the United States Coast Guard, the governmental and non-governmental roles that enhance the internal and external security and the security of the borders of the United States;
  - To review immigration policies as they may affect the internal and external security of the United States;
- To maintain direct or indirect liaison with the Maryland Emergency Management Agency (MEMA)
- To maintain close contact with the Public Safety Committee and law enforcement.
- Annually submit a budget for the committee to the National Security Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.



**PUBLIC SAFETY COMMITTEE**  
(Assigned to National Security Commission)

**Membership**

The Public Safety Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose and Responsibilities**

- To serve as a liaison between National and Posts and to further provide guidance to these entities in the areas of interests of the committee being:
  - To review the policies and objectives of the United States Department of Homeland Security relating to Public Safety;
  - To make recommendations which relate to the governmental and non-governmental roles in disaster management and recovery, and that enhance the preparations for these events;
  - To support and recognize the contributions of police, fire, and first responders at all levels;
- To maintain a professional relationship with governmental and non-governmental entities to enhance preparations for disasters and recovery
- To support and recognize the contributions of non-governmental entities to the safety of our communities;
- Annually submit a budget for the committee to the National Security Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

**R.O.T.C. COMMITTEE**  
(Assigned to National Security Commission)

**Membership**

The R.O.T.C. Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose and Responsibilities**

- To promote and support the activities of the R.O.T.C. and J.R.O.T.C. units within our Department and Posts.
- To serve as a liaison between National and Posts and to further provide guidance to Posts on policies regarding R.O.T.C. and J.R.O.T.C.
- Compile and maintain information about Counties and Posts supporting R.O.T.C. and J.R.O.T.C. units to ensure all units within the State of Maryland are assigned to an American Legion Family entity for support.
- Promote Legion Family entities to establish programs to award R.O.T.C. and J.R.O.T.C cadets with the Legion R.O.T.C. awards.
- Annually submit a budget for the committee to the National Security Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards and scholarships assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **VETERANS AFFAIRS & REHABILITATION COMMISSION**

### **Membership**

The Veterans Affairs and Rehabilitation Commission shall consist of up to nine members. Up to three members shall be appointed to a term of three years, two years, and one year staggered, there shall be no more than three members serving on the Commission from any one District. All appointments shall be made by the Department Executive Committee upon nomination by the Department commander at the first meeting after the Department Convention, and each District may be represented on each Commission.

The Veterans Affairs and Rehabilitation Commission shall annually select its own Chairperson and report his/her name to the Department Adjutant within 30 days after the newest appointments are announced. In the absence of such notice the Department Commander shall designate the Chairperson

### **Purpose and Responsibilities**

- To formulate and recommend to the Department Executive Committee policies, plans and programs on direct assistance, outreach and support for veterans and their families with governmental and non-governmental entities within the State of Maryland and the Department of Veterans Affairs (VA) claims and benefits, health care, memorial affairs and women veterans programs to ensure that they receive the highest quality of care from the VA for their injuries and illnesses incurred from their military service;
- To coordinate the activities of the Department, Districts, Counties in veterans affairs;
- To oversee the effectiveness of Department's programs of service to these war veterans and their dependents in claims for benefits administered by federal and state programs;
- To promote and assist in seeking additional funding for operation of the Department Service Office staffed with the appropriate number of Service Officers to meet the needs of our veteran population'
- To maintain a professional working relationship with the Maryland Departments and Agencies related to interests of the Commission;
- To maintain a professional working relationship with all General Assembly and State/Local Agencies and staff relating to the purposes of the Commission;
- To monitor the hearings of these oversight committees and provide testimony in cooperation with the Legislative Commission and staff;
- Annually select the winners of the awards assigned to the Commission.
- To supervise and coordinate assigned department committee's activities;
- Annually submit a budget for the commission and all the committees under their supervision to the Department Treasurer not later than April 1st.
- Report at least monthly to the Department Commander and Department Headquarters the current status and progress of the commission and all assigned committees.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

Assigned to the Veterans Affairs & Rehabilitation Commission for supervision and coordination are the Maryland Veterans Home Committee, Maryland Veterans Cemetery Committee, VAVS Committee with the following sub-committees (Baltimore VA Medical Center Reps, Elsmere VA Medical Center Reps, Baltimore Rehab & Extended Care Ctr. Reps, Martinsburg VA Medical Center Reps, Perry Point VA Medical Center Reps, and Washington VA Medical Center Reps), and the Veterans Employment & Education Committee.

**MARYLAND VETERANS HOME COMMITTEE**  
(Assigned to the Veterans Affairs & Rehabilitation Commission)

**Membership**

The Maryland Veterans Home Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose**

- To formulate and recommend to the Department Executive Committee, through the Veterans Affairs & Rehabilitation Commission, policies, plans and programs as they relate to Maryland Department of Veterans Affairs' Veterans Home and the care of veterans and their dependents at this facility. This includes recommendations for improvement and expansion of facilities offered throughout Maryland.
- Annually submit a budget for the committee to the Veterans Affairs and Rehabilitation Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

**MARYLAND VETERANS CEMETERY COMMITTEE**  
(Assigned to the Veterans Affairs & Rehabilitation Commission)

**Membership**

The Maryland Veterans Cemetery Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose**

- To formulate and recommend to the Department Executive Committee, through the Veterans Affairs & Rehabilitation Commission, policies, plans and programs as they relate to Maryland Department of Veterans Affairs' Veterans Cemeteries, and the internment of veterans, military, and their dependents.. This includes recommendations for improvement and expansion of facilities offered throughout Maryland.
- Annually submit a budget for the committee to the Veterans Affairs and Rehabilitation Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

**VA VOLUNTARY SERVICES (VAVS) COMMITTEE**  
**(Assigned to the Veterans Affairs & Rehabilitation Commission)**

**Membership**

The VAVS Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose**

- To formulate and recommend to the Department Executive Committee, through the Veterans Affairs & Rehabilitation Commission, policies, plans and programs as they relate to Department of Veterans Affairs' Veterans Health Administration's VAVS program
- Attend meetings of the VAVS councils at the VA Medical Centers servicing Maryland Veterans.
- To review and make recommendations on the VA Voluntary Service (VAVS) program and all volunteer programs at these facilities;
- Annually submit a budget for the committee to the Veterans Affairs and Rehabilitation Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

The VAVS Committee shall have the following sub-committees:

- Baltimore VA Medical Center Reps
- Elsmere VA Medical Center Reps
- Baltimore Rehab & Extended Care Ctr. Reps
- Martinsburg VA Medical Center Reps
- Perry Point VA Medical Center Reps
- Washington VA Medical Center Reps)

**VETERAN ASSISTANCE PROGRAM COMMITTEE**  
**(Assigned to the Veterans Affairs & Rehabilitation Commission)**

**Membership**

The Veteran Assistance Program Committee shall consist of the VA&R Chairperson, with the Department Commander, Department Treasurer, Department Judge Advocate, and the Department Adjutant all of whom shall serve as ex-officio members of the committee.

**Purpose**

- To formulate and recommend to the Department Executive Committee, through the Veterans Affairs & Rehabilitation Commission, policies, plans and programs as they relate to Department of Veterans Affairs' Veterans Health Administration's VAVS program
- Attend meetings of the VAVS councils at the VA Medical Centers servicing Maryland Veterans.
- To review and make recommendations on the VA Voluntary Service (VAVS) program and all volunteer programs at these facilities;
- Annually submit a budget for the committee to the Department Treasurer and Headquarters prior to April 1st.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Department Commander.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

**VETERANS EMPLOYMENT & EDUCATION COMMITTEE**  
**(Assigned to the Veterans Affairs & Rehabilitation Commission)**

**Membership**

The Veterans Employment and Education Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

**Purpose**

- When necessary, to initiate action through the Veterans Affairs and Rehabilitation Commission concerning all matters affecting the economic well-being of veterans and/or the re-establishment of all war veterans returning to civilian life after a period of active service in the Armed Forces of the United States;
- To keep the Department Commander and the Department Executive Committee informed concerning all developments affecting the economic welfare of veterans in all areas under the jurisdiction of the Veterans Employment & Education Committee;
- To survey, study, and recommend solutions on problems relating to employment, unemployment, underemployment, reemployment, and workers compensation of all war veterans who seek, or have, attachment to the labor force, public or private;
- To study all questions involved in the protection of preferential rights of veterans in civil service;
- Such matters as may concern the obtaining of veterans' preference by legislation, with special attention to securing a more rigid enforcement and broad extension of federal, state, and municipal civil service, with adequate preference for veterans by legislation, and assisting veterans in the enforcement of the veterans' preference provisions of the law in cases which may be referred to it that show a violation of the spirit or letter of said veterans' preference provisions contained in the federal statutes, federal civil service regulations, executive orders, or otherwise, in all federal governmental employment;
- To insure that veterans educational benefits provided by the United States government to veterans are sufficient to pay all of the cost of a college education at state-supported colleges, all of the costs of trade school education, and a substantial portion of education provided by privately-owned colleges;
- To insure that every generation of veterans has substantially the same or better benefits than the previous generation;
- To insure that the federal and local governments are allocating sufficient resources to alleviate and end the challenge of homelessness among America's veterans;
- To insure that all veterans receive the benefits to which they are entitled as recompense for their military service on behalf of a grateful nation;
- Annually submit a budget for the committee to the Veterans Affairs and Rehabilitation Commission Chairperson prior to March 15<sup>th</sup>.
- Annually select the winners of the awards assigned to the committee.
- Monthly report committee activities to the Commission Chairperson.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **WOMEN VETERANS OUTREACH COMMITTEE**

### **Membership**

The Women Veterans Outreach Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

### **Purpose and Responsibilities**

- Internal: To educate, motivate and inform The American Legion family of their mission and keep the organization mindful of the veteran experience that is unique to female veterans, while ensuring the organization continues to include this vital population of veterans in all of our works. Further to advocate for the elimination of any barriers to service that may exist within the organization;
- External: The Committee shall work to support and assist in locating, educating, and advocating for all women veterans in the State of Maryland. The Committee further shall assist with outreach through various means, including, but not limited to the organization, or promotion, of local/statewide women veterans events, the promotion of benefits and superior health care for women veterans, and development of programs that inform school children, business leaders, and educators about the important role women play in America's Armed Forces. The Committee shall assist the Department in advocating on behalf of women veterans to ensure that programs and policies of the Veterans Administration in the State, the State of Maryland and the MD Department of Veteran Affairs remain open to women, and ensure that these programs and policies remain mindful of those elements of the veteran experience that are unique to women.;
- Assist the Department by recommending ways to recognize the outstanding service of female veterans throughout our history as an organization, State, and Nation
- Annually submit a budget for the committee to the Department Treasurer and Headquarters prior to April 1st.
- Monthly report committee activities to the Department Commander.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

## **DEPARTMENT EXECUTIVE COMMITTEE AUTHORIZED COMMITTEES**

### **TIME AND PLACE COMMITTEE**

#### **Membership**

The Time and Place Committee shall consist of a Chairperson, and such members selected at large as deemed appropriate to maintain the function of the committee. All appointments shall be made by the Department Executive Committee upon nomination by the Department Commander at the first meeting after the Department Convention, and each District may be represented on each Committee.

#### **Purpose and Responsibilities**

- Recommends time and place of all meetings of the Department Executive Committee for final approval by the Department Executive Committee
- Annually submit a budget for the committee to the Department Treasurer and Headquarters prior to April 1st.
- Monthly report committee activities to the Department Commander.
- Submit an annual report of activities to the Department Convention.
- Such other purposes as may be assigned to it by the Department Executive Committee.

**RECOMMENDATION FOR HONORARY MEMBERSHIP ON A DEPARTMENT COMMISSION/COMMITTEE**

<b>Region</b> _____ <b>District</b> _____	<b>Commission/Committee Recommended</b> _____
--	--

**NAME** \_\_\_\_\_  
(First) (Middle) (Last)

**ADDRESS** \_\_\_\_\_  
(Street or Box Number) (City) (State) (Zip Code)

**LEGION AFFILIATION:**

Member ID \_\_\_\_\_  
Post Name \_\_\_\_\_  
Post No. \_\_\_\_\_

Summarization of Legion Activities:

Summarization of experience with this Commission/Committee that particularly fits candidate for honorary appointment:  
(an additional sheet may accompany this recommendation to cover honorary appointment recommendation resume or background)

**MILITARY SERVICE ELIGIBILITY VERIFIED BY REGION COMMANDER (Initials):** \_\_\_\_\_

Date of this recommendation endorsed by District: \_\_\_\_\_ (Initials of District Cdr or Adj) \_\_\_\_\_

Date of this recommendation endorsed by Region: \_\_\_\_\_ (Initials of Region Cdr or Adj) \_\_\_\_\_

**RETAIN A COPY FOR YOUR REGION FILES – FORWARD THE SIGNED ORIGINAL TO DEPARTMENT HEADQUARTERS  
ACTION OF DEPARTMENT EXECUTIVE COMMITTEE**

- This appointment is approved by the Department Executive Committee for the \_\_\_\_\_  
(Commission or Committee). Term of Appointment: \_\_\_\_\_
- This appointment is **NOT** approved by the Department Executive Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
DEPARTMENT COMMANDER



**Department of Maryland**  
**Monthly Commission and Committee Reporting Form**

Commission of Committee Reporting: \_\_\_\_\_

Date of report: \_\_\_\_\_ Person Making Report: \_\_\_\_\_

Activities over last month (Meetings/Events held, Was a quorum present?, actions taken)

Upcoming Activities

Important Dates

Other Comments

**The American Legion, Department of Maryland**  
**Policy on the Role & Tasks of Department Vice Commanders as Liaisons to Commissions**

**Department VC Liaison Definition**

A Department VC Liaison is an Officer of the Department of Maryland who maintains a critical connection between the Department Officer, the Dept HQs, DEC and a designated Commissions (and assigned Committees to the Commission). Department VC Liaisons are appointed by the Commander-Elect and assignments begin annually upon the adjournment of the Annual Department Convention. The primary purpose is to facilitate communication between the Department Leadership and appointed member of the Commissions. The Department VC Liaison is the Chair's primary contact for all governance related issues and supports the Chair with leadership of the Commission as necessary. The Department VC Liaison has a voice, but no vote at Commission or Committee meetings.

**Overall Department VC Liaison Responsibilities**

- Facilitates communication between the Department leaders and the Commission/Committees
- Ensures that the Commission/Committees operates within the parameters of their charge/function contained in the latest Department of MD Outline of Authorizations
- Ensures that the work of the Commission/Committees stays aligned with the strategic plan, the Commission/Committee's Outline of Authorizations and the annual Commission/Committee task list
- Fosters collaborative working relationships between Headquarters staff, Chair, the Department leaders and Commission/Committees members
- Works with Chairs to ensure long-term productivity of the Commission/Committees, including facilitating a smooth transition from any out-going chair to an in-coming one

**Specific Tasks**

**1. Supports the work of the Commission/Committees**

- Identifies potential cross-collaboration opportunities (e.g., between/among Commission/Committees, or between/among Commission/Committees and Department headquarters and/or leaders) and initiates/facilitates conversations on these opportunities to ensure alignment with each Commission/Committee's strategic priorities and scope of work (as per the Outline of Authorizations and the annual Commission/Committee task list) while avoiding duplication of effort
- Attends group meetings, as requested by the Chair
- Refers the Chair to the Department leaders or Headquarters staff for questions outside of the scope of the Department VC Liaison role, such as meeting logistics, rule/policy interpretation questions, scheduling conference calls, etc.
- If the Commission/Committees (or a particular member or chair) is unable to perform its work successfully for any reason, the Department VC Liaison escalates concerns to the Dept Commander, Dept Adjutant and Department VC for the Region of the member or Chair

**2. Helps the Chair with Leadership & Management Issues**

- Makes sure the Chair has read and understands their role as Chair, receives necessary training to operate their duties and conduct effective meetings, and understands the Department of MD Outline of Authorizations
- In the event a Chair or group member is not performing as required, the Department VC Liaison notifies the Department Commander and Department Adjutant then works to strategize on steps needed in order to improve performance. A call for a resignation is to be used as a last resort. Only the Department Commander can ask for a Chair or Commission/Committee member's resignation
- As needed, assists Chairs with leadership issues, such as how to motivate Commission/Committee members, set schedules, and so on.
- Works with Chair to ensure appropriate chair succession planning and leadership development of Commission/Committee members

- Listens to Chair concerns and problems and provides Chairs with a chance to be heard, vent, ask for support and/or brainstorm ideas or solutions
- Points Chairs toward appropriate resources to help them with their leadership role, including training webinars and podcasts
- Helps the Chairs understand what they are empowered to do in their role as a leader, including: create a work plan, delegate tasks, make assignments, set deadlines, mentor new members, intervene when a member's performance is below expectations, schedule meetings/e-chats, contact you (the Department VC Liaison), *the Department staff (during work hours only)*, the Department Commander, or the Department Adjutant at any time with questions or concerns
- Helps the Chair define what meaningful participation and expectations are in terms of members' contribution to the work of the Commission/Committee. This includes: being prepared, following through on tasks, meeting deadlines, communicating in a timely manner, being respectful/congenial towards the chair and other members, and understanding the overall goals/tasks of the group. Once the Chair is happy with his/her definition, make sure they share this with their group members

### **3. Facilitates communication between the Department leaders and the Commission/Committee**

- Checks in with Chairs on a monthly basis. It is recommended that Department VC Liaisons schedule a conference call at the start of the Chair's appointment and mid-year
- Ensures that monthly and quarterly Chair reports are submitted to the Dept Commander and DEC respectively (due at Dec meetings approx.: Aug 15<sup>th</sup>, Nov 15<sup>th</sup>, Feb. 15<sup>th</sup>, May 15<sup>th</sup> )
- Acts as an advocate for the group during a Monthly Officer's meetings and DEC meetings, as appropriate
- Reports to their Chairs any relevant action taken by the DEC, or information from the Department Officer's meetings
- Provides Chairs with contact information so Chairs can reach Department VC if there is an emergency
- As needed assist Chairs with governance issues, such as interpreting how the work of the Commission/Committees supports the goals of the organization
- Assist Chairs with submitting official Requests for DEC Action (including Financial Vouchers for disbursements) (via the forms available from Dept HQs), as needed
- Encourage chairs to introduce their Department VC Liaison via email to their Commission/Committees

### **4. Other**

- Recognizes the work of the Chair and group members, including sending them thank you messages for National Volunteer Week (held annually in early April)

### **Communications**

- Before your official Department VC Liaison role begins in July, contact the Chairs of the Commission/Committees to which you'll be a liaison and introduce yourself
- On a monthly basis, check in with your Chairs and have a conversation with them about how things are going with their Commission/Committees. You might see if they have any questions, need any support, want someone to listen to their concerns or ideas, etc.
- If the communication is not time-sensitive, raise any Chair or Commission/Committee issues at the next monthly Dept Officer's meeting, regularly-scheduled meeting of the DEC, and/or the Commission/Committee
- Transmit non-confidential information, questions and feedback between the Commission/Committee and the Department leaders/DEC in a timely manner
- When sharing information with the DEC, be clear whether the appointed group is making a formal request or if the Commission/Committee is simply offering observations

**Note: Department VC Liaisons must be careful not to usurp the authority of the appointed Chair.**

