

American Legion Post 305
PO Box 9336, The Woodlands Texas 77387
281-298-2440
www.alpost305.org

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Call 713-882-7085 to make corrections and/or updates.
Last Updated January 15, 2020

COMMITTEES FOR 2019-2020

AMERICANISM

Oratorical Contest: N/A
Boys State:
Scholarship: N/A
Flag Etiquette:

FLAG DISPOSAL

Chair: Sgt At Arms
Burn barrel and flags:
To the Colors Music:
Layout and Markers:

FUNERALS

Commander
Chaplain
Guards

COLOR GUARD

Chair:

- Flag Guards: two persons
- Flag Bearers: two persons
- Rifles: 2 each
- Flags: National & State
- Guidon Banner, optional

MEMBERSHIP

Program: 1st Vice Commander
Administrative: Adjutant

OCTOBERFEST Cook Out

Chair

- Reservations
- Set Up
- Buy Meat
- Food and Condiments
- Refreshments

FINANCE Committee

Chair
Annual Budget
Audit
Investment

FUND RAISING

1. Overview: Executive Committee
2. Birdies for Charity:
3. Rummage Sale:
 - a. Chair:
 - b. Reservation Fee
 - c. Publicity:
 - d. Pickup 7 Return Building Keys:
 - e. Trash Hauler
4. Coupon Books
5. Aluminum Cans
6. Queen of Hearts
7. Split the Pot

VETERAN AFFAIRS & REHABILITATION

Chair
V.A. Claims Help, Veteran Support, Transportation
to V.A. Care, Coordinate with Auxiliary.
Hats for Vets

VISITATION

Chair
Visit Shut-ins, Call, Send sunshine postcards:

PUBLIC RELATIONS

Chair:
Take photos at events and activities
Prepare & Submit News Releases
Monthly meeting notices
Web Site

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HISTORY BOOK

Chair:

Duties: Update and Maintain History Book, coordinate with public relations and others as needed to acquire data and graphics.

MEETING ROOM

Chair:

Reservations:

Set up and Take Down

Refreshments

NEWSLETTER

1.Chair:

2.Duties:

- a. Produce a monthly newsletter. Collect articles from members, write articles.
- b. Coordinate with webmaster to publish to website.
- c. Coordinate with publicity chair to publish email blasts.

CHILDREN & YOUTH

1. Chair:

2. Duties: Assist veteran's children as possible, co-ordinate activities with Americanism Committee.

WELCOME COMMITTEE

1. Chair: 1st Vice Commander

2. Duties: Introduce new members to others, prepare welcome packet, and see that each new member gets a welcome packet and a shepherd.

LEGISLATIVE

1. Chair: Judge Advocate

2. Duties: Keep track of V.A. legislation pending before congress and or Texas legislature; propose courses of action on legislation:

POW/MIA

Chair: Chaplain

Duties: Ensure flag is at each meeting

EMPLOYMENT of Veterans

Chair:

Duties: Monitor veterans' issues, recommend employers for employment awards.

BOY SCOUTS

1.Chair:

2.Duties: Coordinate interaction with local scout troop, deliver awards, develop activities, and process Eagle Scout Awards programs.

JULY 4TH PARADE

1.Chair:

2.Duties:

- a. Make Reservations
- b. Truck and Trailer
- c. Design, build float
- d. Transport to and from staging area.
- e. Convertible
- f. Banners, signage, handouts