



# AMVETS Department of Florida Post Commander Training



# POST COMMANDER TRAINING

## 1. INTRODUCTION

- A. The AMVETS Organization, National Headquarters, National Districts, Departments, Department Districts, Posts, and the Members
- B. AMVETS Mission Statement: To enhance and safeguard the entitlements for all American Veterans who have served honorably and to improve the quality of life for them, their families, and the communities where they live through leadership, advocacy and services.
- C. The Commander carries out the wishes of the membership
- D. The Executive Board manages the business between meetings. If the decision can wait for the next membership meeting – it should.

## 2. MANAGING THE BUSINESS

This is a checklist for Commanders. The majority of these tasks are accomplished by an office manager, finance officer or trustee. The Commander does not have to accomplish these tasks but needs to know they are mandatory and someone must be responsible to ensure they are accomplished

- A. Articles of Incorporation
  - i. Expires every year December 31<sup>st</sup> (Canteen Operators)
  - ii. Can be done online
- B. IRS 990 Reporting (taxes)
  - i. Posts must file a 990 N if gross receipts are less than \$50,000
  - ii. Posts must file a 990 EZ if gross receipts are less than \$200,000 and total assets less than \$500,000
  - iii. Posts must file a 990 if gross receipts exceed \$200,000 and total assets are \$500,000 or more
  - iv. Filings are due on the 15<sup>th</sup> day of the 5<sup>th</sup> month after the close of the financial year.
  - v. IRS Publication 3386 Tax Guide – Veterans Organizations
  - vi. What if IRS suspends your tax-exempt status?
- C. Insurance Reporting
  - i. Posts without canteens that maintain a building primarily for meeting purposes are required to carry public liability insurance, including product liability and personal injury coverage with a minimum single limit coverage of \$300,000 or the minimum local amount prescribed by state law.
  - ii. Any post operating a canteen must carry workman's compensation, public liability insurance including product liability, liquor liability and personal injury coverage, with a maximum single limit of \$500,000.
  - iii. Acord 25 must have a statement that AMVETS National Headquarters and Department of Florida are additional insured.

iv. Acord 25s are due each time the insurance premiums are renewed.

D. Revalidation

- i. Annual meeting held and officers elected between May 1<sup>st</sup> and May 14<sup>th</sup>
- ii. Revalidation paperwork due within 7 days after the annual meeting
- iii. District Commanders responsible to ensure all posts within their Districts submit revalidation paperwork on time.

E. Liquor License Renewal

- i. Renewal of liquor license is an annual requirement
- ii. Liquor license must be updated if the bar manager changes
  - 1) New bar managers must be fingerprinted and have background checks.  
Use ABT Form 6004

F. Canteen Operations

- i. Trustees responsible for activities, operation and finances of the Canteen.
- ii. Is there a Standard Operating Practices (SOP) approved by the membership that covers all phases of the canteen operation?
- iii. Are bartenders volunteers or employees?
- iv. Relationship between bartenders, bar managers, trustees, chairman of the trustees, executive board and Commander
- v. Are bartenders trained (Training for Intervention Procedures -TIPS)
- vi. Do the bartenders know what the member expectations are?
- vii. Do the bartenders work for the bar manager, chairman of the trustees or who?
- viii. How is the money tracked in all phases of the canteen operations?
- ix. What internal controls are established to prevent missing funds?
- x. Is the alcohol purchased from licensed vendors?

G. Gaming

- i. Who is responsible for the gaming? IRS publication 3079 Tax Exempt Organizations and Gaming.
- ii. Gambling machines, pull tabs, Raffles, Bingo regulations from IRS, ABT, Ordinances, State Statutes, Department of Agriculture.
- iii. Accountability

H. Dining Facility Operations

- i. Is there a Standard Operating Practice (SOP) for the Dining Facility?
- ii. Does it operate with employees or volunteers?
- iii. Are the EEOC required postings in a visible area?
- iv. Is the food purchased from a certified licensed distribution company?
- v. Is everyone trained (Food Managers Certification, Food Handlers Certification)

I. Entertainment

- i. Who handles the entertainment?
- ii. How are they paid?
- iii. Do you use W-9s and IRS 1099s?
- iv. Is the entertainer a Post Officer?

## J. Finances

- i. Is the finance officer and anyone handling over \$5,000 bonded?
- ii. Does it take two signatures on every check?
- iii. Is there a finance committee?
- iv. What accounting system does the post use (GAAP)?
- v. Does the Finance Officer track when licenses, taxes, insurance and other important items are due?
- vi. Does the Finance Officer have assistance?
- vii. Does the Post pay an accounting firm to do their books and taxes?
- viii. What internal controls does the Post have on their revenue and expenses?
- ix. Is there an annual budget approved by the membership?

## 3. CONSTITUTION AND BYLAW ISSUES

### A. READ THE POST CONSTITUTION AND BYLAWS AND FOLLOW THEM

### B. Replacing officers who have resigned

- i. Appointing a qualified replacement
  - a. Appointed officer begins immediately after Commander's Appointment
- ii. Executive Board Approval of Commander's Appointment
  - a. Executive Board makes recommendation to membership
- iii. Memberships Approval of Commander's Appointment

### C. Make sure revalidation paperwork with change of officers is completed and mailed

## 4. CONDUCTING MEETINGS

### A. Prepare an agenda for both the Executive Board Meeting and the Regular Membership Meeting (Officer's Manual)

### B. Follow Roberts Rules of Order during the meeting

### C. The Adjutant records the minutes?

- i. Meeting minutes are read and approved by the membership
- ii. Approved meeting minutes are kept on file
- iii. Ensure names are recorded for motions and seconds (Roberts Rules of Order)
- iv. Record the result of any vote taken
- v. Start meetings on time

### D. Introduction and explanation of Roberts Rules of Order

## 5. MEMBERSHIP

This information should be reviewed with the 1<sup>st</sup> Vice Commander.

- A. Processing membership online versus manually
- B. Post Roster, Department Roster, National Roster
- C. Roster Information
- D. Sorting the National Roster
- E. Recruiting and retention programs
- F. Utilizing the Newspaper
- G. Open Houses

- H. Information the new member should get
  - i. Post CBL
  - ii. Post Newsletter
  - iii. SOPs
  - iv. Volunteer signup

## **6. PROGRAMS**

This information should be reviewed with the 2<sup>nd</sup> Vice Commander.

- A. Make sure programs get reported
- B. Keep your ears open for members talking about programs
- C. Ensure the 2<sup>nd</sup> Vice advises the membership about programs during the monthly meeting
- D. Programs just don't happen you plan them and report them
- E. Keep the local media informed on what programs your post does to aid needy veterans, their families and the community.

## **7. DISCIPLINE**

This information should be reviewed with the Judge Advocate. Included in the attachments is a document titled Disciplinary Guide for Commanders and Judge Advocates. This is strictly a guide and cannot be referenced in any hearing.

- A. Discipline in the Post must be handled in accordance with the National, Department, Post CBLs and Roberts Rules of Order 11<sup>th</sup> Edition
- B. Roberts Rules of Order must be followed if it is not addressed in the CBL
- C. Discussion on handling discipline in the Post.

## **8. DISCIPLINARY GUIDE FOR COMMANDERS AND JUDGE ADVOCATES**

- A. Review of Disciplinary Guide

## **9. SUBORDINATE ORGANIZATIONS**

- A. What subordinate organizations does the Post authorize in the CBL?
- B. Are there joint meetings with all Subordinate Organizations to discuss what is going to happen, what help or assistance is needed and how to make the post better?
- C. Is the dialog friendly, open and productive?
- D. What authority does a Post Commander have over subordinate organizations?

## **10. PROGRESSING THROUGH THE ORGANIZATION**

- A. Did you train or mentor your replacement?
- B. Did you meet with your staff, one-on-one to mentor them and ensure they knew your expectations?
- C. Did you volunteer for membership on any Department Committees?
- D. Did you chair any of the Committees?

- E. Will you progress to become a District Commander then onto Department Commander?
- F. Do YOU have a mentor?

## **11. REQUIRED READING PRIOR TO THE TRAINING**

- A. Post CBL
- B. Department CBL
- C. National Bylaws Appendix B
- D. National Officer's Manual

## **12. HANDOUTS PROVIDED FOR THE TRAINING**

- A. Department of Florida Bylaws
- B. Post Commanders Training Program of Instruction
- C. Disciplinary Guide for Commanders and Judge Advocates
- D. Generic SOP for Canteen Operations