

# THE AMERICAN LEGION DEPARTMENT OF



# HIO

DEPARTMENT HEADQUARTERS: 60 BIG RUN ROAD, DELAWARE, OHIO 43015-8007  
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### III. POST ACTIVITIES COMMITTEE

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee and all subcommittees shall have fourteen (14) members, one (1) Chairperson representing his/her respective district and thirteen (13) Region Chairpersons from the remaining respective districts. Committee members shall serve a term of one (1) year and are appointed by the Department Commander. Committee members may be annually reappointed at the discretion of the Department Commander.

The Department Adjutant shall serve as an ex-officio member of the Committee.

The Department Adjutant shall assign a member of the Department Staff to serve as liaison and advisor to the Department Committee.

The rules of this committee will be reviewed by the Committee and submitted to the Department Executive Committee (DEC) for approval at the August DEC Meeting.

**RESPONSIBILITY:** The Committee shall fund raise, plan, supervise, direct, and coordinate The American Legion programs and activities that promote and encourage scholastic interest. The Committee shall establish and review the rules and budget for the committee annually.

1. The committee shall submit an annual budget for review by the Finance Committee no later than June 15<sup>th</sup>.
2. The committee shall coordinate with Department Headquarters for the development of committee/program content to be posted on the website, in the newsletter, and/or all other media outlets.
3. The committee shall encourage increased participation and promotion of programs and activities by Posts.
4. The committee shall establish rules, fees, and deadlines associated with program activities.
5. The committee shall coordinate with Department Headquarters to secure venues and locations for activities.
6. The committee shall select awards and activities associated with program events.

#### AUTHORIZED MEETINGS:

1. Fall Meeting (OCT): The Committee will meet in October at Headquarters. All members of the Committee are authorized to attend at mileage only.
2. Spring Meeting (MAR): The committee shall meet in the spring for budget and program planning. All members of the committee are authorized to attend at mileage only.

If additional face to face meetings are required, the Department Commander may so authorize upon the petition of the Committee Chairperson. Reimbursement shall be at mileage only.

Any additional committee meetings are authorized to utilize the Department Conference Call service. Reimbursement is not authorized for these meetings.

**OTHER AUTHORIZATION AND/OR DIRECTION:** The Chairperson is required to provide a report of the Committees activities to the August, Mid-Winter, Spring Department, and Pre-Convention Department Executive Committee (DEC) meetings and annually to the Department Convention. The Chairperson shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

**REIMBURSEMENT:**

1. Vouchers: All expense vouchers must be submitted to the Department Adjutant by the 15<sup>th</sup> of the following month of which expense was incurred.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty-five (\$0.35) cents per mile, roundtrip.
3. Per Diem: Travel within the state of Ohio, incidentals allowance is paid at a rate of twenty (\$20) dollars per day. A lodging allowance is paid at a rate of fifty (\$50) dollars per day for approved overnight stays; lodging receipt must accompany the voucher.