

# **CODE OF PROCEDURE**

## **TRAINING AND DEVELOPMENT COMMITTEE**

Approved Fall D.E.C. October 2021

Section 1: In the interest of an effective organization and control of American Legion activities, the Department Training and Development Committee has adopted a Code of Procedure outlining its duties and responsibilities to formulate and guide the Department Training and Development committee in its duties.

Section 2: This Committee shall consist of five (5) members: made up of at least one Department Past Department Commanders and at least one past National American Legion College attendee; with a new four (4) year member and a one (1) year member appointed each year to the Committee. The existing Committee members will go from four (4) years to three (3); three (3) to two (2); two (2) to one (1). The Committee will also pick an Assistant Chair at their first meeting.

Section 3: This Committee shall meet at the direction of the Chair or the Department Commander. The Chair shall report to the Department Commander, the D.E.C., and the annual Department Convention.

Section 4: This Committee shall annually prepare and present a budget to the Permanent Finance Commission for the approval prior to the annual Department Convention.

- Section 5. (a) This Committee shall be the advisory board for the Department Commander and Department Vice-Commanders for training and development of Department Officers, District Commander, chairs, commission members, and identified development candidates.
- (b) The Legionnaire seeking to advance to Department Commander must inform the Department Commander and/or Department Vice-Commanders they will then inform the Training and Development Committee Chair of the person's name, Post number, and District. The commission will then help develop plans for their growth and development towards Department Commander. Progress of training should be documented with dates.
  - (c) This Committee will identify mentoring positions and mentors to support future growth.
  - (d) This Committee will establish the curriculum and location for the Oregon American Legion College and identify instructors and potential instructors for each course to be offered and identify budget requirements to the Permanent Finance Commission at the annual Department proposed budget meeting. Department Legion College is available for anyone to attend.
  - (e) This Committee will be an advisor for the leading candidates for Department Commander during the selection and assignment process for Department Commissions and appointed Department Officers to assure future leader

candidates are selected for development assignments to prepare them for future leadership roles.

- (f) This Committee will provide information and applications for the National Legion College. Any Legionnaire interested will submit their application to the Training and Development Commission Chair. Selections will be made by the Commission with NEC and the Alternate NEC's participation.
- (g) Department Legion College will be held on three separate dates and in different locations across the state. This will allow more members to attend the one-day class.

**Section 6:** The Department Training and Development Committee Code of Procedure shall be reviewed and updated if necessary, by this Committee for the Fall D.E.C. meetings approval.

**Section 7:** Technical Correction: Meetings may be conducted using virtual technologies (i.e., video/teleconferencing platforms) in addition to what may already be provided for in this code of procedure. (Action approved at Fall DEC, 10/10/2021.)