

**Kenosha Paul Herrick Post 21 By-Laws Committee**  
**1<sup>st</sup> Quarter 2022 Suggested Changes (Version 220116.1)**

**Article VI - Officers Duties**

**Sec. 12. *Duties of Post Social Media Manager.*** Appointed by the Commander. Resume Required. Chair of the Social Media Committee. The Post Social Media Manager (SMM) will be accountable to the EB and responsible for the presentation / representation of Post 21 on the following platforms:

- Social Media Sites
  - Guidelines for Social Media Sites (approved by Executive Board)
- The Post website [alpost21.com](http://alpost21.com)
- Paper / Electronic Newsletters
- Other Communications to the Public / Membership

**Public Affairs Officer**

The Post SMM will be responsible, along with the Adjutant and the Membership Committee Chair, to keep the membership email list up to date on the Posts prescribed email platform (Currently Mailchimp).

Maintain an active membership in TALMA (The American Legion Medial Alliance) (annual fee paid by the post)

The Post SMM will be given a monthly budget, determined by the Executive board, for social media site advertising. Not to exceed...

The Social Media Manager will work with the Adjutant / Service Officer and update electronic and print our various Post Everlasting lists and media pages.

The SMM will provide reports to the state Marketing and Communications Committee in order to improve communications directed at improving our adherence to the Four Pillars of Service

Make contact with any media reps at any American Legion and or Post functions that might be covered. Determine and ensure what will be released is authorized and in the best interest of the American Legion. ??

Consult with Post leadership with any issues or potential issues as they arise.

What I mean is there is an expectation that these positions will consult with the appropriate people to get input on things vs. someone who will take things literally and thinks that they are the ultimate authority and decision maker.

Approving Content before it's published???

OVERSIGHT & CONTROL

Not adhering to these by-laws is grounds for dismissal

**Article VII - Post Committee's Duties & Responsibilities**

**Sec. 15. *Social Media Committee.*** The Post Social Media Committee will decide / make recommendations on how social media is used. The committee will be responsible for all public and private marketing and communications on Electronic, Audio/Visual, and Print media.

**Sec. 16. *Special Committees of the Post:***

**Sec. 13. Duties of the Information Technology Manager**

Resume Required – Reviewed by Executive Board

Appointed by Executive Board – Quorum required

The Information Technology Manager (ITM) will manage the following

Hard and Soft Maintenance of IT and A/V Hardware and Software  
Negotiations with Internet Service Providers to host our IT Assets

- Website
- Multimedia Sites

Negotiations with Software As A Service SAAS providers (Such as Zoom)

Negotiations with Voice Providers (Such as Spectrum)

Keeping a record of all Post Accounts and Passwords

There will be a soft and hard copy of this list available at all times to the Post Commander, and the Post Executive Board Chairman. The list will be stored in a permanent section of the Post’s Organization Binder.

The ITM will be the only person that will be assigned as the Administrator of any Software, SAAS, Voice, Social Media Site. ~~The ITM will be legally accountable for any abuse of this position.~~

The ITM will create user accounts on Social Media and Web platforms at their discretion, and at the behest and approval of the Commander / EB.

Create sites/pages/Social Media accounts for the Unit 21 and Squadron 21 in the same manner as for the Post, at their request.

We should ensure there is access to everything that cannot be blocked by the ITM who would probably have superior knowledge and access????

**Article V - Post Operations**

Sec. 12? All communications to membership and to the Public via electronic or print will be ~~responsible~~ subject to the oversight of the Executive Board.

Not sure how oversight would work...

1. Shall appoint a special Public Affairs Committee to
2. Shall have oversight over public and membership communications
3. ~~The EB will select a 3 person subcommittee of executive Board Members....~~
4. Oversight of all communications can be superseded / withdrawn by a vote of 3 standing members of the EB.

Oddball

**Article V - Post Operations**

**Sec. 9.** The Board of Trustees shall be the legal custodians of all property owned by the Post, and of all reserve funds of the Post; and it shall be their duty to keep safe, care and preserve them. **On an annual basis shall review all applicable Post Insurances to make certain the coverages are valid and pertinent.** At the discretion of the Executive Board the Trustees shall or shall not be bonded. Their term of office shall be three (3) years, with one elected each year.

**Article VI - Officers Duties**

**Sec. 4. Duties of Post Adjutant.** The Adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings. Shall keep such records as the Department and National Organizations may require and under direction of the commander handle all correspondence of the Post. Any resolutions for presentation to the General Membership, which includes provisions for the passing on of said resolutions, with request for action by a higher echelon of the organization, and/or by any other organization besides the Post, shall first be presented to the Judge Advocate for review prior to being presented to the General Membership. The Adjutant shall prepare and present the Post consolidated report at the Annual Meeting. **Shall maintain the Posts Organization Binder.** Shall perform such other duties as assigned.

Purpose of the change: I think the binder (or an annex of the binder stored in safe) should contain Passwords / Credentials for all Hard and Soft information technology assets.