



Meeting Scripts & Agendas

Regular Meetings

- Call to Order (Commander)
- Opening Ceremony (per Manual of Ceremonies)
- Roll Call of Officers/Quorum Confirmation
- Reading of Previous Minutes (Adjutant)
- Finance Report (Finance Officer)
- Officer Reports
- Committee Reports

Regular Meetings

- Membership Status & Buddy Checks (1st Vice)
- Unfinished Business
- New Business & Motions
- Good of the Legion
- Announcements & Upcoming Events
- Closing Ceremony (per Manual of Ceremonies)
- Adjournment

Opening Prompts

1. Sgt At Arms Prepares the room
2. Commander calls to Order; colors in place
3. Chaplain Invocation (nonsectarian)
4. Agendas & Notices
5. Pledge of Allegiance/Preamble
6. Commander reviews agenda; motion to adopt

Closing Prompts

1. Final Announcements
2. Chaplain Benediction Agendas
3. Retirement of Colors and Official Closing
4. Adjournment

Minutes Template

Minutes Template

Post:

Date/Time:

Location:

Presiding Officer:

Quorum (Y/N):

Attendance:

Opening Completed (Y/N):

Agenda Adopted (Y/N):

Minutes Approved (Y/N):

Finance Report Filed:

Officer Report:

Committee Reports:

Unfinished Business:

New Business/Motions:

Announcements:

Closing Completed (Y/N):

Adjournment Time:

Prepared by (Adjutant):

Finance Report Template

Finance Report Template (Monthly)

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Post: _____

Report Month/Year: _____

Prepared By (Finance Officer: _____

Beginning Balance: _____

Ending Balance: _____

Variance (Ending – Beginning): _____

Income Detail

Date	Source/Description	Amount
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Expense Detail

Date	Payee/Description	Amount	Authorized (Motion/EC)
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Reconciliations & Controls

- Bank Reconciled (Y/N): ____ Date: _____ By Whom: _____
- Bonding Verified (Y/N): ____ Insurance Current (Y/N): _____

Summary & Motion to File

Summary of activity and current position. Recommended motion: “Motion to received and file the Finance Officer’s Report.”

Signatures

- Finance Officer: _____ Date: _____
- Commander: _____ Date: _____
- Adjutant (Attest): _____ Date: _____



Questions?