POST OPERATIONS MANUAL

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Post Operations Manual

- Governance, Ethics and Organization
- Administration
- Financial Guidelines
- Programs
- Communications
- K-12 Outreach
- Membership
- Awards & Recognition
- Insurance
Chapter 1 – Governance, Ethics and Organization

- 17 Regions – Small, Medium and Large Posts – Key Positions and Committees – Description of Field and Student Chapters

Chapter 2 – Administration

- Post Memberships and Distribution of Dues – Process to Establish a Post, and Deactivation of a Post – Calendar of Events
Chapter 3 – Financial Guidelines
  - Financial Report and IRS Report – Fees for Events
Chapter 4 – Programs
  - Potential Speakers and Topics – Social Events – Professional Development Hours – Young Members – Non-commissioned Officers
Chapter 5 – Communications
  - Email Lists – Website – Newsletters
Chapter 6 – K-12 Outreach
  - STEM – K-12 Partner Programs – Scholarships – Student Chapters

Chapter 7 – Membership
  - Membership POC – Membership Reports – CLAS –

Chapter 8 – Awards & Recognition
  - Post Awards – Regional Awards – National Awards – Streamers

Chapter 9 – Insurance
  - SAME HQ Coverage
What Is Missing?

- Is something missing from the Post Operations Manual?
- How else should this be presented to the Posts?