

Operational Procedure
House Committee
Owen Coffman Post 519 Palm Springs, CA

ARTICLE I - PURPOSE

The Purpose of the operational procedure is to define the scope and responsibilities of the House Committee. The House Committee supervises the operation of the post's physical facilities, such as a clubroom, American Legion center, meeting room, etc. Responsibilities include administration, equipment, and the hiring and direction of employees (as authorized by the Post Executive Committee), security and general rules applicable to the conduct of members while on the post's premises.

ARTICLE II – COMMITTEE STRUCTURE

The members of the House committee are defined in the table below. While all members of the committee have a voice, only those designated shall have a vote. The chair and the scribe shall be elected from the Executive Committee members by the voting members of the committee and shall serve a term of one-year and a limit of 2 consecutive terms.

	Voice	Vote
Executive Committee Member #1	Yes	Yes
Executive Committee Member #2	Yes	Yes
Executive Committee Member #3	Yes	Yes
Executive Committee Member #4	Yes	Yes
Executive Committee Member #5	Yes	Yes
2nd Vice Commander (E-Board liaison)	Yes	Yes
Finance Committee Representative	Yes	Yes
Bar Manager	Yes	No
Restaurant Manager	Yes	No
ALA representative	Yes	No
SLA Representative	Yes	No
ALR Representative	Yes	No

ARTICLE III – MEETINGS AND REPORTING

Section 1. The House Committee shall meet a minimum of ten (10) times during the fiscal year at a time and place agreed upon by the committee. Meetings may be held in-person or via electronic conference. A quorum shall consist of 3 voting members and 3 non-voting members.

Section 2. The chair of the house Committee can call a special meeting of the committee, stating the time and place with five (5) days' notice. Emergency meetings may be called by 50% of the voting members.

Section 3. The House Committee shall provide to the Post Executive Committee each month. a report regarding the status of the property, detailing the committee events, activities, expenditures and profit and loss.

Section 4. The House Committee shall maintain a Log of all work in progress which shall include, but not limited to, scope of work, responsible parties, estimated completion date, cost to complete, and estimated completion. The Log shall be provided to the Executive Committee within seven (7) of a written request.

ARTICLE IV – FUNDRAISING AND CAPITAL IMPROVEMENTS

Section 1. All fundraisers shall be for specific projects and shall be approved by the Executive Committee and the general membership prior to the commencement of the fundraiser.

Section 2. The Finance Committee shall be responsible for the accounting of all funds from the fundraiser, and they shall appear as designated funds in all financial statements.

Section 3. The House Committee shall be responsible for the development of a master plan for the facility and shall present such for review, comment, and approval at the Post’s annual membership meeting.

Section 4. Capital improvements shall be reviewed with the Building Committee and Finance prior to submission to the Executive Board and the general membership.

ARTICLE V – FACILITY MANAGEMENT

Section 1. The House Committee shall be responsible for the licensing, permits and certifications required by all city, county, state, and federal regulations that affect the operation of the Post.

Section 2. In conjunction with the Finance Committee ensure that all the facilities have the proper insurance in place to meet all city, county, state, and federal regulations that affect the operation and security of the Post.

Section 3. Ensure that the Post facilities are capable of supporting the events, activities and other program requirements needed to support veterans and their families in the community.

Section 4. Annual Budget. Provide the information and the estimated costs to maintain Post facilities and should include, but not limited to, annual maintenance needs, scheduled preventative maintenance, licenses and certifications, employee requirements, insurance, post security and any other fiscal requirements to meet the stated goals of the post. Additionally provide estimated operating profit and loss for the Canteen, kitchen services, and restaurant.

Submitted by:

/s/ John Hudson, Post 519 Ad Hoc Committee Parliamentarian

Date: 14 August 2023

Approved by: _____

Date: _____

David Bambila, Post 519 Ad Hoc Committee Commander