



American Legion Newport Harbor Post 291

House Committee Operating Policy



1) Purpose:

- a) Provide documentation used for training and reference by all elected and appointed officers of the American Legion Post 291, by all members appointed as members of the House Committee.
- b) Provide operating and management guidelines for those assigned to the committee.

2) Overseeing Authority:

- a) Post 291 Bylaws 2024.
 - i) 7.2.2. House Committee.
 - ii) 7.2.2.1. Composition. The House Committee shall be composed of the Adjutant (as Chair), the Finance Officer, and at least four Post Members in Good Standing selected by the Commander approved by a majority of the Executive Committee. The majority of the House Committee members shall be elected officers of the Post. The Commander may also serve as an Ex Officio member of the House Committee.
 - iii) 7.2.2.2. Responsibilities. As directed by the Commander, the duties of the House Committee shall include but not be limited to:
 - (a) Overseeing the management and recommending changes to the operations of the administration office, marina, bar, kitchen, and facilities rental and maintenance and other parts of the Post facilities and their operations.
 - (b) Providing an attractive community center for local veterans; and
 - (c) Increasing community awareness of the American Legion and its programs by providing an attractive facility for hosting local community leaders and other guests.
 - iv) 7.2.2.3. Authority.
 - (a) Monetary Outlays. The House Committee may authorize expenditures of Post funds for expenses or capital projects related to the administration office, marina, bar, kitchen, and other physical facilities of the Post and other parts of the Post facilities and their operations up to an amount approved by the Executive Committee.
 - (b) Employees and Personnel. The House Committee must approve hiring, compensation, and termination of Post employees.

3) Meetings:

- a) Weekly Meetings:
 - i) Chaired by the Post Adjutant; or in the absence of, a member in good standing appointed by the Commander as the official alternate and ratified by a majority vote of the Executive Committee.
 - ii) Meetings are to be held at the Post on a consistent day of the week and at a time approved by a majority vote of the committee.
 - iii) A minimum of two meetings a month must be in person, others may be scheduled as online meetings.
 - iv) All official meetings require a quorum of 50% or more of the voting members assigned to the committee.
 - (a) In the absence of a quorum, no official business can be conducted.
 - v) Committee meetings will not be held the second week of each month.
- b) Meeting Minutes:
 - i) Written meeting Minutes are required for every official meeting.
 - ii) Minutes must be distributed to the selected recipients within 5 days of the meeting.
 - (a) Each member of the House Committee.
 - (b) All members of the Executive Committee.
 - (c) Administrative Operations Manager.



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4) Operational Management:

- a) Recommended changes must include the opinions of the department head of the department affected.
- b) Operational changes are to be considered recommendations unless presented to the Executive Committee for a mandate.

5) Area of Responsibilities:

- a) Administration Office:
 - i) Managed by a hired Administrative Operations Manager.
- b) Marina:
 - i) Managed by a Legionnaire in good standing as appointed by the Commander and ratified by a majority vote of the Executive Committee.
 - ii) To be identified as the "Dock Master"
- c) Bar:
 - i) Managed by a hired Bar Manager/Supervisor.
- d) Kitchen:
 - i) Managed by a hired Kitchen Manager.
- e) Facility Rentals:
 - i) Managed by a hired Operations Manager and/or Events Planner.
- f) Facility and Property Maintenance:
 - i) Managed by an appointed member of the House Committee.

6) Area Liaisons:

- a) The Purpose of the area liaisons is to provide the Managers of each area a point person on the House Committee with a point of contact for issues and concerns.
- b) These are not assigned positions of managing responsibilities or direct authority over the areas.
- c) Areas:
 - i) Kitchen
 - ii) Bar
 - iii) Office
 - iv) Marina

7) Employee Management:

- a) Hiring New Employees:
 - i) Provides approval for the expense of adding an additional employee.
 - ii) Recommendations are provided following confirmations at the Staff Meetings.
 - iii) Application review and personnel interviews will be conducted by area managers.
- b) Internal Promotions:
 - i) Recommended by the area managers.
 - ii) Approved by majority vote of the House Committee.
- c) Employee Discipline:
 - i) Employee discipline will be administered by the area manager.
 - ii) Management discipline will be reviewed by the House Committee and recommendations will be submitted to the Executive Committee.



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- d) Employee Termination
 - i) Part-time employees are at the discretion of the management and will be reported to the House Committee.
 - ii) Full-time employees are recommended by area managers and approved by majority vote of the House Committee.
 - iii) Managers are recommended by the House Committee and approved by majority vote of the Executive Committee.
 - iv) A member of the House Committee or Executive Committee needs to be present for the termination meeting.

8) Financial Responsibilities:

- a) All financial transactions must be reported to the Executive Committee in a monthly summary at each regularly scheduled Executive Committee meeting.
- b) The House Committee is limited to a \$5,000.00 monthly budget without approval of the Executive Committee.
- c) Business and service needs of less than \$5,000.00 can be approved by a majority vote of the members of the House Committee.
- d) Business and service needs of \$5,000.00 or more must first be approved by a majority vote of the members of the House Committee and then submitted to the Executive Committee for final approval.
- e) All projects and purchases must be presented in full and voted on as a total dollar amount.

9) Service Contracts:

- a) All service contracts must be reported to the Executive Committee in a monthly summary at each regularly scheduled Executive Committee meeting.
- b) Prior to signing any service contracts with outside vendors, the approval package must include:
 - i) 3 similar bids from separate companies provided on company letterhead documents.
 - (1) If the minimum bid quantities are not feasible, lesser bid quantities must be approved by the Executive Committee.
 - ii) Scope of work to include duration and area affected.
 - iii) Proof of Insurance, Licenses, Bonds, etc.
 - iv) W-9
- c) Pre-approved Preferred Vendors can be contracted, without acquiring additional work bids, for jobs that do not exceed \$1,000.00
- d) Conflict of Interest
 - i) A Committee member, who has any direct or indirect financial interest in the outcome of any transaction with Post 291, whether individually or through a company, shall disclose such interest to the Post Commander and the House Committee Chair. The Committee member shall not be eligible to vote on any motion or participate in discussions related to such interest.
 - ii) In order to avoid the appearance of impropriety, under no circumstances shall Post 291 Board Members, House Committee Members, or staff accept gifts from existing or prospective vendors, suppliers, or contractors.
 - iii) A Conflict-of-Interest agreement must be signed by each member of the House Committee.
- e) Emergency Repairs
 - i) Emergency Repairs over \$5,000 will be approved by the Executive Board via email vote as described in section 8.6.5 *Emergency Executive Committee meeting*.