



1st LT Alexander Bonnyman Jr. VFW Post 12135, Tellico Village TN

Standard Operating Procedure #2

Title:
Membership Committee

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Effective Date:
07/01/2025

Revision:
01-2025

Purpose:
A Post Membership Committee shall be established as a standing committee of the Post to maintain membership levels and to seek out veterans who are eligible for membership in the VFW through sponsoring various events, producing media, and social interactions.

Scope:

- The Commander shall appoint the committee Chairman and three committee members.
- The membership committee operates under the guidance of the Post Executive Committee. All potential members are screened through an ad-hoc committee, and all membership events are presented to the EXCOM. Upon EXCOM approval, the request is presented to the Post at the monthly membership meeting.

Roles and Responsibilities:

- Committee Chairman: Shall lead and organize the committee and its actions to identify and recruit potential veterans who are eligible to join the VFW. The Chairman will convene an ad-hoc committee to review the eligibility of each veteran applying for membership in the VFW. Conduct events to attract eligible veterans. Make recommendations to the EXCOM on ways to increase membership.
- Committee Members: Aid the Chairman in the investigation and gathering of information pertinent to each application. Make recommendations to the Chairman regarding the particulars of each request.

Standard Procedure:

- The Post Membership Committee shall meet periodically on the direction of the chairman to discuss ways to retain and increase membership within the post.

- Actions:

1. Conduct several membership events throughout the year to reach out to potential members. The membership committee shall man a table at the Tellico Village New Members Orientation, The TV New Villagers Meetings, and other events sponsored by the community where potential veterans may be present. Other events that a potential member may be invited to attend to see how the Post operates are all post meetings, the Winter Social, Armed Forces Day Picnic, Golf Tournament, Veterans Day Celebration, and Commanders Holiday Party and any other event where the committee feels that exposure to post activities will have a positive effect on a veterans decision to join.
2. Assist each potential member in the application process for membership in the VFW.
3. Conduct an ad hoc or planned committee meeting to evaluate the veterans qualifications to join the VFW.
4. Present potential members to the post membership at Post meetings.

Reporting:

- Provide a report to the general membership on the status of membership activities and progress towards membership goals.

References:

- Veterans of Foreign Wars Congressional Charter & By-Laws Article I Sections 101-111.
- VFW Post 12135 Tellico Village, TN By-Laws.

Approval:

- Richard T. Creange, Commander VFW Post 12135, 1 July 2025