

**THE AMERICAN LEGION  
DEPARTMENT OF MAINE**

**MID-WINTER CONFERENCE AGENDA**

January 20 - 22, 2012

**Fireside Inn & Suites, Auburn**

**Friday, January 20, 2012**

**7:00 p.m.** Department Officer's Meeting

**Saturday, January 21, 2012**

**8:30 a.m.** Opening Ceremony

Welcome

Introduction of Guests

VA Briefing

Post Budgeting & General Licensing

Post Management and Finance Duties

Parliamentary Procedure

Post Americanism Programs

Post Operations & Membership

Membership Update

LUNCH

**1:00 p.m.** Post IT Information

VAVS Update

Post History and Record Retention

Post Adjutant Duties/DMS-On Line Renewals

Post Officer Role

Announcements

Sweepstakes Drawing

Closing Ceremony

Past Commanders Club (all past post commanders)

DFC Committee Meeting

EVENING

**5:00-6:00 p.m.** Social Hour **6:00 p.m.** Banquet – Hotel

**Sunday, January 22, 2012**

**8:30 a.m.** Department Executive Committee Meeting