

## **Division/Vice Commanders Detachment of Tennessee SOP's**

[ By: Detachment of Tennessee Adjutant Bryan Hine 2026]

All leadership roles within the Sons of The American Legion are voluntary and pro bono. Please only volunteer if you are genuinely committed and can reliably contribute your time.

One Division Vice Commander is elected from each respective Grand Division (East, Middle, and West Tennessee). Elections are held during a “Division Caucus” at the Detachment Convention, in conjunction with the Detachment elections. The Election Chairman will call a caucus for each Grand Division to elect its Vice Commander.

The Vice Commander-elect will be properly installed at the Detachment Convention and will officially take office upon the Convention's adjournment.

Following the Convention, the Vice Commander should contact all District Commanders within their division to introduce themselves and offer assistance. This introduction may be conducted via telephone, email, or Zoom.

The Vice Commander serves as a representative of the Detachment Commander and is responsible for motivating membership and relaying information from National, Detachment, or Department leadership to the District Commanders.

Vice Commanders should respond to all correspondence within 24 hours, maintaining professional etiquette and respecting the sender's time. They must also be available to counsel Squadrons when requested by either the Squadron or the Detachment.

In the absence of a District Commander within their respective division, the Vice Commander shall assume all responsibilities of that office (refer to the Detachment of Tennessee District Commander's Guide). While in-person visits are encouraged, they may also be conducted via phone, email, or Zoom.

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Division Vice Commanders should attend all District meetings within their division, as well as the Detachment Mid-Winter Conference and the Detachment Convention. During the Conference and Convention, they are required to deliver a brief verbal report and submit a written copy to the Detachment Adjutant for filing.

Division Vice Commanders shall support and assist their District Commanders in all assigned duties, with a primary focus on growing the SAL by chartering new Squadrons.

**\* Approved : DEC Zoom Meeting March 30,2026**