

Post Responsibility Audit (PRA)

(Simplified audit form provided for district/post use follows)

A “PRA” anticipates an organization will participate, through its members, in meaningful activities within the community where its members reside. But it also means one thing more—and this is important—it means you should also be able to measure the results of its activities.

The American Legion has developed programs primarily in response to pressure. These pressures can take many forms—it may mean a drop in membership, acceptance by communities, being available to all veterans, changing economic factors, or a new generation of veterans. These are all conditions or pressures that directly affect The American Legion. There are many more.

Unfortunately, the post response has been one of reaction rather than one of action. As individuals, and in our personal life, we do plan ahead—some with more success than others—but when a person gets active in a post, “blindness” with “tunnel-vision” may also occur. Then you see general statements like, “Be active, promote community service” and post members usually react rather than act ahead of any emergency.

Perhaps this is because no one has spelled out the one-two-three items to show a post is doing its share, or another post is not doing its share. And perhaps the reason for this is that as movement is made up the scale from post to district, to department, to national, it becomes increasingly hard to get action and, as Legionnaires, there is trouble getting a proactive/proper response except to a crisis.

There are no precise standards already developed that give a qualitative as well as a quantitative analysis of a post, but a start has to be made and perhaps the accompanying charge can be used as a barometer which actually measures the effectiveness of a post.

This whole presentation has been put together not necessarily to indicate how you could quickly rate your posts, although this could be a very valuable tool. The primary purpose is to indicate how by evaluating what the post is doing you can show whether it is fulfilling a useful function, whether it is an organization attracting veterans, and whether it is truly a community asset.

If you honestly evaluate your posts, you are going to be surprised. More important, the evaluation will indicate where improvement is most needed.

Perhaps the social aspects have been underplayed, although it would be easy to cover all such activities under the 5th item, “Post is a Community Center” or the 8th item, “Is a Friendly Place to Be.” It’s entirely possible if this type of audit is used, there will have to be increased emphasis on a planned social or recreational program. In the meantime, do not lose sight of the very fundamental question, “Is this post doing the things that justify its continued existence in the community or for your veterans?”

A score of 24 probably should produce a post that’s doing a respectable job of hanging on to old members. It’s doubtful many would be coming out to meetings, and it’s more doubtful it would be attracting the necessary new blood to make the post grow.

Most average posts, with a little effort, can be changed to become outstanding posts. By improving each item listed on the chart, this improvement should come about. One area where a better performance would be most easily seen would be in attendance at post meetings. A second would be the enthusiasm displayed by the members. A third would be a brightening of the membership picture.

Evaluate what the post is doing...use the following form to audit Post activities. First, run a beginning audit, with periodic follow-ups for comparison, such as each quarter, to see whether the post has made any improvements in specifically identified areas.

Post Responsibility Audit form

Rating Schedule

- 0 - No Participation
- 1 - Poor
- 2 - Below Average
- 3 - Average
- 4 - Above Average
- 5 - Excellent

Rate each category below with a score from 0 to 5

0 1 2 3 4 5

- | | | | | | | | |
|-----|--------------------------------------|-------|-------|-------|-------|-------|-------|
| 1. | Follows principles of Preamble. | _____ | _____ | _____ | _____ | _____ | _____ |
| 2. | Has good youth programs. | _____ | _____ | _____ | _____ | _____ | _____ |
| 3. | Members are interested and active. | _____ | _____ | _____ | _____ | _____ | _____ |
| 4. | Is a real asset to the community. | _____ | _____ | _____ | _____ | _____ | _____ |
| 5. | Post is a community center. | _____ | _____ | _____ | _____ | _____ | _____ |
| 6. | Veterans needing help are helped. | _____ | _____ | _____ | _____ | _____ | _____ |
| 7. | Has businesslike operation. | _____ | _____ | _____ | _____ | _____ | _____ |
| 8. | Is a friendly place to be. | _____ | _____ | _____ | _____ | _____ | _____ |
| 9. | Is well thought of by the community. | _____ | _____ | _____ | _____ | _____ | _____ |
| 10. | Is well thought of by veterans. | _____ | _____ | _____ | _____ | _____ | _____ |

TOTAL POST SCORE _____

DATE OF AUDIT _____

Overall Rating (Assessment) from Post Total

- | | |
|---------|---------------|
| 0 - 4 | Dead |
| 5 - 14 | Poor |
| 15 - 24 | Below Average |
| 25 - 34 | Average |
| 35 - 44 | Above Average |
| 45 - 50 | Excellent |

Post Analysis form

THE AMERICAN LEGION DEPARTMENT OF

POST _____ NO. _____ LOCATION _____
 Date of Visit _____ By _____ Title _____
 Name of Commander _____ Adjutant _____

<u>COMMITTEES:</u>	Committee Appointed		Committee Functioning	
	Yes	No	Yes	No
Americanism.....	_____	_____	_____	_____
Membership.....	_____	_____	_____	_____
Children & Youth.....	_____	_____	_____	_____
Veterans Affairs & Rehabilitation.....	_____	_____	_____	_____
Jobs for Veterans.....	_____	_____	_____	_____
Boys State.....	_____	_____	_____	_____
Legion Baseball.....	_____	_____	_____	_____
Oratorical.....	_____	_____	_____	_____
Energy.....	_____	_____	_____	_____
Other Committees.....	_____	_____	_____	_____

MEMBERSHIP: Members _____ Members _____ Post Vietnam
 Goal _____ to date _____ Last Year _____ Veterans Joined? _____
 General conduct of meeting; how conducted in your opinion? _____

Total _____ How often does
 attendance _____ post meet? _____ Dates _____
 How often are executive meetings held? _____

General comment: In your opinion, what can be done to assist this post? _____

Signed (Post Officer) _____ Title _____
 Signed (Dept. Rep.) _____ Title _____