

Officer Roles & Responsibilities
Post 82, Inglewood, TN
The American Legion

Commander [Elected/Required]: Responsible for the overall operations and execution of support for and by the Post. Decision making authority is guided and limited by Post ByLaws, Constitution, and Executive Committee.

1st Vice [Elected]:

- Post Membership.
- Committee Chair for the Post Membership Committee.
- Taking up Commander's responsibilities when unavailable.

2nd Vice [Appointed]: Responsible for Post (House) operations including:

- Oversight of bar manager and bar staff.
- Coordination of bands and private events, maintaining booking calendar for post events, and contract management for bands and private events.
- Committee Chair for House Committee.

3rd Vice [Appointed]: Supports 2nd Vice as needed in the execution of identified responsibilities.

- 2nd Chair for House

Adjutant [Elected/Required]: (Most closely related to a 1st Sergeant Position)

- Ensures Post processes adherence to ByLaws, Constitution, and SOPs
- Prepares Meeting Agenda and Minutes
- Prepares and submits the Consolidated Post Report
- Prepares and sends out Monthly Newsletter
- Oversee membership renewals and new member processing
- Provides oversight in Post Event coordination
- Lead for Post communications
- Key Custodian
- Maintains Post website and Social Media accounts

Finance Officer [Elected]:

- Reviews and audit's Post expenditures through Post bank accounts
- Weekly processing of POS systems
- Deposits/withdraws funds from Post bank accounts as needed to support Post operations
- Prepares and presents the Post Finance status report at monthly meetings.
- Ensures all bills/utilities are paid to sustain Post operations.
- Oversees required licensing for post operations to ensure we remain in good standing
- Oversees the quarterly and annual tax filings
- Administers payroll processing for Post Staff
- Committee Chair for the Finance Committee

All positions responsibilities are subject to change based on the needs of the Post and the direction of the Commander and/or Executive Committee.

Elected positions sit on the Executive Committee. Appointed positions are selected by the Commander and Executive Committee.

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Service Officer [Appointed/Required]: Supports and helps direct Veterans to the correct resources needed to support VA claims for health and wellness issues.

Sergeant At Arms [Appointed]:

- Arranges the meeting for all monthly membership meetings.
- Ensures attendance at meetings includes only members in good standing.
- Generally oversees the execution of the color guard, honor guard, and security of the colors and/or weapons (if available).

Chaplain [Appointed]: Provide religious, spiritual, and emotional support for members and Veterans in need.

Judge Advocate [Appointed]:

- Provides support in the interpretation of the Post, Department, and National Constitutions and Bylaws to ensure adherence and deconflict guidance when needed.
- Support the administration of elections when requested by the Post Commander or Adjutant.
- Conducts annual audit of financial status of the Post.
- Oversees the administration of any investigations or disputes of members when a cause for concern is raised by Post leadership or members.

Historian [Appointed]: Provides journalistic support in capturing the efforts and actions made by the Post in execution of the Legion's vision to support Veterans in our local communities.

Executive Committee [Elected - 3 seats; in addition to the Post CDR, 1st Vice, ADJ, Fin Officer]: The Executive Committee serves as the overall governing body of the Post. They are ultimately responsible for the operational health of the post to ensure largely impacting decisions are reviewed and decided upon in the best interest of the post and its members.

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