

DUTIES AND RESPONSIBILITIES OF ELECTED POSITIONS

COMMANDER - The Commander is the senior executive officer of the Post and shall preside at all meetings of the Post and Executive Committee but may delegate a Vice Commander to serve as a temporary substitute when needed. The Commander is an ex officio member of all committees. The Commander directs and supervises the activities of all elected and appointed officers and committees. The Commander and Finance officer are jointly responsible for all monies received by the Post. It is the Commander's responsibility to disseminate to the membership all pertinent information that is sent from the Department and National headquarters. The Commander shall be the official spokesman on all matters of public interest concerning Post activities.

1ST VICE COMMANDER FOR MEMBERSHIP: His duties will be to perform all membership duties as required by higher authority. In the event of the Post Commander's absence or disability and shall perform any other duties requested of him by the Post Commander.

2ND VICE COMMANDER FOR PROGRAMS: His duties will be to establish a series of programs to be adopted for the year which shall then be carried out by action of the Post. He shall confer with the Post Commander on all these Programs and with the Post Commander will determine the period of time at which these programs will be carried out. He will disseminate information as to how to implement these Programs. He shall also arrange to inform the Post as to the manner of participation in the Programs adopted.

3RD VICE COMMANDER FOR FACILITIES: The Third Vice Commander shall be charged with being responsible for all AMVETS Post 2298 real property, equipment, and furnishings. They shall be the chairman of the Facilities Committee and advise the Commander and Executive Board on maintenance issues, long and short-range facility improvement planning, and ensure that all equipment and furnishings that fail are repaired or replaced in a timely manner. In the event the Office of Commander, First Vice Commander, and Second Vice Commander are vacated, the Third Vice Commander shall preside at all meetings of the post and act as Commander until a successor is designated pursuant to the provisions of the Constitution and Bylaws. He is of equal rank to the First and Second Vice Commanders.

FINANCE OFFICER: An annual budget shall be prepared by the Finance Officer and/or Assistant Finance Officer and submitted to the Executive Committee for approval and adequate books and records of accounts maintained. The Commander, 1st Vice Commander, 2nd Vice Commander, Finance and Assistant Finance Officers (if there is an Assistant Finance Officer) will be the only individuals authorized to sign checks or be on AMVETS Post 2298 General and Charity bank accounts. The Commander, 1st Vice Commander, 2nd Vice Commander, Finance and Assistant Finance Officers (if there is an Assistant Finance Officer), as well as the Office Manager and Chairman of the Board of Trustees for the AMVETS Post 2298 Canteen Account.

TRUSTEES: The Post shall elect a Chairman and a minimum of 3 (three) and maximum of 6 (six) additional Trustees to oversee the activities, operation, and finances of the Post Canteen. The terms of the Trustees shall be on an annual basis starting at the annual meeting in May of each year.

JUDGE ADVOCATE: The Post Judge Advocate is responsible for drafting the post's constitution and bylaws (CBL) for presentation to and adoption by the general post membership. The original post CBL, together with any changes additions or corrections must be sent to the Department Judge Advocate for review, approval and forwarding. The Post Judge Advocate will be the prosecutor at all hearings within the Post. If the Judge Advocate recluses himself or is not available, the Commander will appoint a knowledgeable member within the Post to take his place.

PROVOST MARSHALL: The Provost Marshall preserves order at all meetings of the Post and Executive Committee.

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THE FOLLOWING POSITIONS ARE APPOINTED BY THE COMMANDER.

ADJUTANT: Shall act as recording secretary to the Commander and shall perform such other official duties as may be required by the Commander. Submits reports, handles official correspondence, and maintains records.

CHAPLAIN: Acts as advisor and consultant to the commander in all matters relating to religion, morals, and morale as affected by religion. Gives invocations, dedicatory prayers, and benedictions. Visit with sick and hospitalized veterans and their families to provide comfort and encouragement. Send flowers and sympathy cards to families of deceased post members.

PUBLIC RELATIONS OFFICER: Shall handle all publicity for the post. Plans publicity strategies and campaigns. Write and produce presentations, articles, press releases and social media posts. Design and manage the production of visual communications and digital content.

QUARTERMASTER: Maintains AMVETS uniforms, accouterments, and AMVETS novelty items readily available to members. Provides a source for ordering such items for members.

SONS COORDINATOR: Shall monitor all actions of the Sons of AMVETS and report to the Executive Committee.