

VFW POST OFFICERS DUTIES AND RESPONSIBILITIES

The National Manual of Procedure specifically lists certain duties for each officer and, in the normal course of events, this would be sufficient. However, the actual responsibility of individual officers has, through custom, extended beyond those listed in the By-Laws, known as extra duties.

COMMANDER: Among the duties of a Post Commander, he/she shall,

- a. Preside at all meetings of the Post, conducting such meetings in accordance with Article X of the By-Laws and Manual of Procedure and other applicable parliamentary rules.
- b. Enforce strict observance of the laws and usages of this organization, including Post, District and Department By-Laws and the Congressional Charter, National By-Laws, Manual of Procedure and Ritual and all lawful orders from proper authorities.
- c. Insist that Post business and activities be conducted in such a manner that they do not violate any applicable governmental law, ordinance or regulation nor bring or tend to bring dishonor or embarrassment upon the Post, its members or the Veterans of Foreign Wars of the United States.
- d. Decide all questions of law and usage in the Post, subject to appeal pursuant to the By-Laws.
- e. Appoint officers, committee chairmen and committees not otherwise provided for. He/she may remove such appointed officers, committee chairmen and committees at his pleasure. He shall, by virtue of his office, be a member of all committees.
- f. Approve all disbursements of funds properly authorized by the Post.
- g. Assure that the office of Quartermaster is bonded according to Section 703 of the By-Laws.
- g. Assure that all dues and other monies due the National Headquarters and Department are forwarded promptly together with accurate reports and returns pertaining thereto.

h. Assure that all reports are correctly prepared and promptly forwarded, that all the business of the Post is handled with dispatch and that all necessary licenses and permits are obtained for proper operation. Ensure that a properly completed Report of Election of Officers for the ensuing year is submitted to Department and National Headquarters by June 1.

i. Assure that the Post Trustees have examined the books and records of the Post and prepared the Post Trustees Quarterly Report of Audit no later than the end of the month following the last day of each quarterly period.

j. Assure that he/she or his representative attend all properly called District Conventions or meetings.

k. Comply with and perform all of the duties required by the laws and usages of this organization, the provisions of these By-Laws, the Manual of Procedure and Ritual and Department, District, County Council (if applicable) or Post By-Laws pertaining to the duties and obligations of a Post Commander and lawful orders from proper authority and perform such other duties as are usually incident to the office. Failure without just cause to perform these duties may result in removal from office.

Extra duties: The Commander is held personally responsible for the conduct of the Post and must interest himself in every activity of the Post, including those under the direct control of other officers and committees. He gets the credit for what goes right and the blame for what goes wrong.

The Post Commander, on the night of election or as soon thereafter as possible assign certain duties, applicable to either the Post Senior Vice Commander or the Post Junior Vice Commander, of Membership Chairman or VFW Programs Chairman.

SR. VICE COMMANDER: The Post Senior Vice Commander shall assist the Commander in preserving order, preside in the absence of the Commander, provide such advice or assistance as may be required and perform such other duties as are incident to such office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.

Extra duties: He/she should work very closely with all Post activities. In some VFW Posts he/she is the membership chairman, in charge of Post Membership Recruiting and Retention. (Extra Duties appointed by the Post Commander)

JR. VICE COMMANDER: shall assist the Commander in preserving order, preside in the absence of the Commander and Sr. Vice Commander, provide such advice or assistance as may be required and perform such other duties as are incident to such office or may from time to time be required of him/her by the laws and usages of the organization or lawful orders from proper authority.

Extra duties: Generally carries heavy load of work with Post activities. In some Posts, he/she is, to be the Chairman of VFW Programs, Community Service, and VFW Special Events. He/she should work very closely with all Post activities. (Extra Duties appointed by the Post Commander)

QUARTERMASTER: The Post Quartermaster shall:

- a. Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which he may be accountable in accordance with Sec. 703.
- b. Collect all monies due the Post, giving receipt therefore, and have charge of the funds, securities and other property of the Post, all of which shall be placed in his care. He/she shall be the accountable officer of the Post and the Treasurer of all committees handling funds.
- c. Disburse funds as properly authorized by the Post using accepted banking practices. Unless otherwise provided for in Post By-Laws, all disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which he may be accountable in accordance with Sec. 703.
- d. Receive annual membership dues (admission fees if applicable) and life membership fees and forward the Department and National dues and life membership fees immediately to National Headquarters as prescribed in Section 104.

- e. Provide the Post Trustees with all records, files and statements required or necessary for the preparation of the Post Trustees Quarterly Report of Audit.
- f. Maintain a dues reserve fund as prescribed in Section 717 of the By-Laws and Manual of Procedure.
- g. Maintain a relief fund as prescribed in Section 704 of the By-Laws and Manual of Procedure.
- h. Reconcile and verify all transactions listed on all bank statements to assure the accuracy of post records. The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.
- i. Provide access and transfer to his successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Post in his possession or under his control.
- j. Comply with, and perform all duties required of him/her by the laws and usages of this organization, applicable By-Laws and order's from lawful authority and perform such other duties as are incident to such office.
- k. Report on transactions concerning receipts and expenditures, for any given period, at a regular or special meeting of the Post.
- l. File appropriate forms as required by Federal, State and Local Statutes or regulations.

Extra duties: Mails out dues reminders.

Keeps record of and applies for membership awards.

Fills out federal and state tax and report forms.

TRUSTEES: *(The Post Trustees shall not be eligible to serve as an elected officer, Adjutant or on a committee whose books, records and accounts are audited by the Trustees).*

Among the duties of Post Trustees, they shall:

- a. At least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster.
- b. Within thirty (30) days from the end of each quarter, properly audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, club room, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post and submit a Post Trustee's Report of Audit to the Department Quartermaster for referral to the Department Inspector.
- c. The Report shall be in accordance with and upon such form as may be prescribed by the Adjutant General. The audit shall be signed by the Post Commander and Trustees, who shall, by their signatures, certify to the accuracy of the information contained therein.
- d. Perform such other duties as may be incident to the office or may from time to time be required by the laws and usages of the organization or lawful orders from proper authority.

Extra duties: Trustees are the watchdogs of the Post funds. They must verify that all books are kept correctly, that all income is reported, and that all expenditures are legitimate.

Because of their responsibility to audit funds, they may not serve on any committees having anything to do with the spending of funds.

They are elected to three-year terms to make certain that they do not all represent one "clique" which might happen to gain control for one year.

ADJUTANT: Among the duties of the Post Adjutant, he/she shall:

- a. Be the official corresponding officer for the Post and shall attest to all official communications and reports with his signature.
- b. Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up is maintained. Books and records shall be available for inspection by authorized officers and Post members at all reasonable times. Unless specifically authorized by the Post to remove such books and records from its facilities, they will be kept at the Post facilities.
- c. The Post Adjutant shall maintain the following records:
 - 1. A copy of the application of every member admitted to the Post.
 - 2. Minutes of each Post meeting after correction and approval.

3. All current orders or circulars issued by the Commander-in-Chief, the National Council of Administration, the Department Commander, the District Commander and the Post Commander.
 4. A correspondence file.
 5. A file containing a copy of the Officers proof of eligibility submitted.
- d. Under the direction of the Commander, prepare all reports and returns required of him.
 - e. Maintain a current copy of the By-Laws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the By-Laws of the Post, District, and Department.
 - f. Transfer to his successor, without delay, all books, papers, records, monies and other records and property of the Post in his possession or under his control.
 - g. Comply with and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are incident to such office.

Adjutant Extra duties: Takes care of Post correspondence, Aids Commander in preparing for meetings, etc.
He/she is usually the custodian of all history of the Post.

CHAPLAIN: Delivers prayer at meetings and other Post functions.
Visits sick and disabled members of Post.

Extra duties: In charge of Memorial Services and other such programs like the Veteran Relief Program. Usually Buddy Poppy Chairman.

JUDGE ADVOCATE: Legal assistant to Post and to the Commander

Extra duties: In many Posts he/she is an attorney and holds the position of Advocate from year to year. In such a case, he handles the legal business of the Post, including incorporation problems, the purchasing and transfer of property, etc.

SURGEON: The Post Health Committee Chairman.
He/She Works on Community Health programs.

Extra duties: Posts with a doctor as an active member quite often keep him/her as Surgeon from year to year.)

This is an advantage since it assures the Post an active part in Community health and first aid programs. If he/she is not a doctor, he/she can still assist in informing Membership of Medical notices and Medical information and can serve as the Post Safety Chairman.

SERVICE OFFICER

The Post Service Officer shall assist members of the Post, their widows and orphans and other worthy cases brought to their attention in obtaining rightful entitlements from federal and state governments.

The work of a Service Officer shall be performed in accordance with the instructions contained in the VFW Guide for Service Officers under the general supervision of the Department Service Officer.

He/she shall perform such other duties as may be incident to the office and as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.

Assists worthy veterans in obtaining benefits to which they are entitled from the State and Federal government.

Service Officer Extra duties: Must work very closely with the County Veterans Service Officer and with the State Rehabilitation Service. Schools are regularly held for Service Officers in order to acquaint them with their duties. The Service Officer, in most Posts, is kept from year to year in order to gain the advantage of his experience.

OFFICER OF THE DAY

The Officer of the Day shall perform such duties as may be incident to the office or may from time to time be required of him by the laws

Custodian of Post colors, altar flag, Bible, ballot box, gavel, etc.

Inspects membership cards at beginning of meeting. Presents Post colors.

Extra duties: In charge of all ritualistic work of Post.

Carries out disciplinary orders of Commander.

GUARD

Guards the door to the Post meetings and sees that no one is admitted without a current dues receipt card.

Extra duties: Notifies the Officer of the Day of the presence of any distinguished guests who may be waiting for admittance.

POST HISTORIAN

Maintains the history of the Post.

Extra duties: In many Posts is in charge of making up the Community Service scrapbook.

PATRIOTIC INSTRUCTOR

Initiates programs for observance of patriotic days.

Extra duties: For all practical purposes, the Patriotic Instructor may also be the Post Americanism Chairman.

He/she must keep the members informed of all matters of importance in this field, pass on the programs of the District, Department and National Organizations, and assure a strong local Americanism program. He/she should be the VPR Chairman.

PUBLIC RELATIONS OFFICER (PRO) Can tell the VFW story in a meaningful and interesting way.

Take advantage of each event planned in your community. Community service projects often attract media coverage.

Keeps VFW programs that spotlight individuals in the community also provide a means to get the VFW message out and support your member recruiting efforts. The PRO must be informed on events, programs and projects. The sooner they know about a project or event, the sooner they can begin the publicity program.

Extra Duties: Computer Savvy a must.

LEGISLATIVE OFFICER

Keeps Post informed of legislative matters.

Extra duties: Keeps in contact with his State Representatives and Senators, as well as the Congressman from his District. Informs them of the stand of the Veterans of Foreign Wars on various legislative matters. Aids in carrying out the legislative work of the Department and National Organization.

Suggested VFW Post Committees:

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| (a) Membership | (d) Community Activities | (g) Scholarship |
| (b) Relief Fund | (e) Youth Activities | (h) VPR`s |
| (c) Buddy Poppy | (f) Americanism | (i) Publicity |