



Post Officer's Duties & Responsibilities

Post Commander



The Post Commander is the key officer of the Post.

- *They, alone, represent the judicial branch of the organization and also have some of the responsibilities of the executive branch.*
- *They preside at all meetings, enforce the rules, appoint committees not otherwise provided for, and make certain that the other officers and committeemen perform their duties.*
- *Their authority extends to the extent of enforcing the rules of the Post and the National and Department VFW and public laws. They represent the authority of the Post between meetings, and their voice is that of the Post membership.*
- *They cannot order nor permit the breaking of laws nor can they supersede the recognized authority of other officers or committees.*
- *The Commander should be familiar with all activities of the Post.*
- *The Commander is the arbitrator of arguments and the judge in disputes.*
- *As a general rule, their decisions are considered correct until over-ruled by the Post meeting, the District, Department Commander or Commander-in-Chief.*

Post Commander



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- a. *Immediately upon election to office, appoint all other officers, committee chairmen and committees not otherwise provided for.*
- b. *Appoint someone to make inputs to the Community Service Reporting Program.*
- c. *Ensure that a properly completed Report of Election of Officers for the ensuing year is submitted to District, (prior to Start of the District Convention), Department and National Headquarters Not Later Than June 1.*
- d. *Ensure Post Delegates Letter and Post General Order No. 1 are submitted to the District Adjutant immediately following Post Elections in May.*
- e. *Provide Proof of Eligibility (DD-214 or other source document) to the District Adjutant.*
- f. *Download a copy of the National Commanders Membership Program Guide for the ensuing term to obtain requirements for the All-American Program.*
- g. *Download a copy of the Department Commanders Membership Program Guide for the ensuing term to obtain requirements for the All-State Program.*
- h. *Prepare Post Activity Reports for all District Meetings. Provide copy to the District Adjutant.*

Sr. Vice Commander



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The Post Sr. Vice Commander must be familiar with all activities of the Post. They 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.

Should the Office of the Commander become vacant you will be next in line to assume his duties.

Jr. Vice Commander



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The Post Jr. Vice Commander must be familiar with all activities of the Post. They 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 by the laws and usages of the organization or lawful orders from proper authority.

Should the Office of the Sr. Vice Commander become vacant you will be next in line to assume his duties.

***Commander Pro Tempore:** In the event that neither the Commander, Senior Vice Commander or Junior Vice Commander is present, the Post shall elect a Commander Pro Tempore to preside at the meeting of the Post.*

Quartermaster



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Quartermaster. *Among the duties of a Post Quartermaster, the Quartermaster shall:*

- a. Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which the Quartermaster may be accountable in accordance with Section 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 their care. The Quartermaster 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 Bylaws, 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 the Quartermaster may be accountable in accordance with Section 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.*

Quartermaster



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- 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. 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.*
- g. Provide access and transfer to their successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Post in their possession or under their control.*
- h. Comply with, and perform all duties required of the Quartermaster by the laws and usages of this organization, applicable Bylaws and orders from lawful authority and perform such other duties as are incident to such office.*
- i. Report on transactions concerning receipts and expenditures, for any given period, at a regular or special meeting of the Post.*
- j. File appropriate forms as required by Federal, State and Local Statutes or regulations.*

Adjutant



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The **Post Adjutant** is the *official corresponding officer for the Post and shall attest to all official communications and reports with their signature.*

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.

The Adjutant shall maintain a copy of the post membership roster and is responsible for disseminating important information and meeting notifications to the membership.

Minutes of all meetings shall be forwarded to the Post Webmaster for posting within 2 days of any regular or special meeting.

Adjutant



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Adjutant. Among the duties of the Post Adjutant, the Adjutant shall:

- a. *Be the official corresponding officer for the Post and shall attest to all official communications and reports with their signature.*
- b. *Under the direction of the Commander, prepare all reports and returns required of the Adjutant.*
- c. *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.*
- d. *The Post Adjutant shall maintain the following records:*
 1. *A copy of the original 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 and/or County Council Commander (if applicable) and the Post Commander.*
 4. *A correspondence file.*
 5. *A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216.*
- e. *Maintain a current copy of the Bylaws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the Bylaws of the Post, Department, District and County Council (if applicable).*
- f. *Transfer to their successor, without delay, all books, papers, records, monies and other records and property of the Post in their possession or under their control.*
- g. *Comply with and perform all duties required of the Adjutant by the laws and usages of this organization, applicable Bylaws and orders from lawful authority and perform such other duties as are incident to such office.*

Trustees



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Trustees. 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.

Other Appointed



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Chaplain. *The Post Chaplain shall perform such duties as are incident to the office or as may from time to time be required by the laws and usages of this organization or lawful orders from proper authority.*

Judge Advocate. *The Post Judge Advocate shall perform such duties as may be incident to the office or as may from time to time be required of the Judge Advocate by the laws and usages of this organization or lawful orders from proper authority.*

Surgeon. *The Post Surgeon shall perform such duties as are incident to the office or as may from time to time be required of the Surgeon by the laws and usages of this organization or lawful orders from proper authority.*

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 the Officer of the Day by the laws and usages of the organization or lawful orders from proper authority*

Service Officer. *The Post Service Officer shall advise members of the Post, their family members and survivors of benefits and services that are available and assist them in obtaining said benefits.*

Post Obligations



Immediately upon their election, the Post Commander shall appoint the following:

The appointed member(s) shall be responsible for reporting post activities to the Department Chairperson, updating the Department and National website as mandated and briefing the post membership at the Monthly General meeting.

Officer of the Day:

Prepare the meeting room, ensure those present are authorized to attend and present/retire the colors as directed by the Post Commander, drape and undrape the Post Charter (as required)

Post Honor Guard:

Confirm named Honor Guard Detail for the current VFW Term.

Membership Committee:

Responsible for vetting New Members Eligibility for membership and provide monthly briefs.

Community Service Committee:

Submit monthly inputs to the Department CSR Database and provide monthly briefs

VOD/PP/TA Committee:

Post Point of Contact for these Programs.

Buddy Poppies:

Ensure Buddy Poppies are available at all post events. Collect Monies and give to the Post Quartermaster

Post Bylaws Committee:

Conduct Annual Review of the NEW VFW Podium Edition and recommend changes to our Post Bylaws.

Stay Connected



Here is a list of websites that you will need to assist you in your duties.

www.vfw.org (National Website)

Access to VFW Manuals and Program Guides

Access to Commanders General Orders

Access Various VFW Forms

Access the Online Membership System (OMS)

- Submit and make changes to the election report
- Check Memstats
- Submit Membership Applications
- Listing of Legacy Life Members
- Check the All-American Dashboard

vfwpacific.org (Department of Pacific Website)

Access the Commanders Membership Guide

Access Program Information (VOD/PP/TA)

Access the Pacific Times Newsletter

- CSR Reporting
- Department Bylaws, & G.O. #1,
- Department Awards Programs
- All-American Dashboard
- Webmail (Cmdr., QM, Adjutant, Post S.O.)
- Taps Reporting

The Commander, SVC, QM, Adjutant and Post S.O. have access to Webmail. To setup your account you need to contact the Department webmaster.

