

OFFICER'S DUTIES

Commander

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

How the commander responds will determine to a large degree the standing of the American Legion among his associates and within the community. His/Her own ability, the help he/she obtains from District and Department officers, the information contained in the Officer's Guide, and the help he/she will get from the Post officers who form his/her team, all combine to make the performance of his job possible.

Summary of specific duties:

- Planning Post Operations for the Coming Year
- Chair Executive Committee
- Records and Material
- Budget and Fund Raising
- Calendar of Events
- Committee Assignments
- Recreational Activities
- Programs
- First Post Meeting
- Agenda
- Protocol
- Welcome Committee
- Pageantry
- Community Projects
- Awards
- Resolutions
- Consulting Sources of Assistance

The Adjutant

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

The Adjutant holds the same relative position in the Post as the secretary of any other organized body—and a little more—the office serves as the “first sergeant” of the company. Post activities revolve around the adjutant.

The Adjutant is the personnel officer, the intimate contact with the individual Post member, maintains the membership records, minutes of meetings, checks up and assists the work of the other officers and committees, and publishes official orders, announcements and instructions.

All Post records should be in the Adjutant's custody; for ready access to all sources of information, and it is to his/her interest to develop a comprehensive filing system. The Adjutant is primarily concerned with ways and means.

Specific duties:

- Check Post email and regular mail regularly (preferably daily)
- Answer or process any email or regular mail correspondence
- Publish minutes and post on bulletin board in a timely manner.
- Distribute minutes at regular membership meetings.
- Keep record of E-Board member's attendance.
- Work with 1st Vice Commander on membership. (Dues payments, transfers, updating records, calling members and Department membership chairman, transmittals, etc.)
- Work with other officers and committees to assist them with their duties and functions.
- Check bulletin board regularly. Add appropriate information to keep members informed of ongoing activities and remove outdated information.
- Assist with Post newsletter such as proofing, adding information to keep members informed of ongoing activities, mailings, etc.
- Order materials, certificates, awards, etc. from Emblem Sales.
- Prepare certificates and awards as directed by Commander.
- Attend Executive Board and Membership meetings regularly.
- Any other duties as directed by Commander.

First Vice Commander

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

In the majority of Posts, a First and Second Vice Commander are elected, with membership the primary concern of the First Vice Commander.

Frequently the success or failure of the membership record during his/her year determines the chances of advancing to the Commandership the following year

Specific duties:

- Submit plans for membership drives for his/her term.
- Work with Post Adjutant on membership. (Dues payments, transfers, updating records, calling members and Department membership chairman, transmittals, etc.)
- Attend Membership meetings regularly and give up-to-date reports on renewals and new members.
- Attend all Executive Committee meetings as a non-voting member. Voting privileges shall be extended to the 1st Vice Commander whenever he/she is called upon by the Post Commander to assume the duties and responsibilities of Commander during the commander's absence, disability, or during the absence of any other voting member.
- Any other duties as directed by Commander.

Second Vice Commander

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

The Commander will depend on the Second Vice Commander to provide the programs that spice up the meetings and attract attendance. The social calendar must always be filled several months in advance with activities that will bring out the active members, as well as those who are just card-carrying Legionnaires.

Specific duties:

- Submit plans for entertainment activities for his/her term.
- Chair the Elmer & Agnes and New Years Eve parties.
- Plan entertainment for Post on a regular basis.
- Advertise upcoming events and remove advertising when event is over.
- Attend and Membership meetings regularly and give reports on upcoming entertainment and activities.
- Any other duties as directed by Commander.

Finance Officer

(Detailed information is contained in the Officer's Guide and Manual f Ceremonies)

The Finance Officer must be a person of proven integrity and experience in handling financial affairs. The Finance Officer usually serves as the chair of the finance committee and is in charge of all receiving and disbursing of Post funds.

The Post Adjutant, in all matters relating to finance, should carry on the work in close correlation with the Finance Officer. Both officers must be covered by adequate bond.

Specific duties:

- Write checks for dues and other financial obligations.
- Work with Commander, Adjutant and House Manager for disbursing funds for donations, charities and other monies.
- Communicate with accountant regularly on Post financial affairs, reports, etc.
- Must be capable of using QuickBooks or willing to attend a class to learn it.
- Attend Executive Board and Membership meetings regularly and give up-to-date reports on Post finances.
- Any other duties as directed by Commander.

Service Officer

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

In naming the Service Officer, each Post creates the most vital link in a nationwide network of American Legion service to America's veterans. Through the Service Officer, the Post can provide your community with a unique service. The duties of the Post Service Officer call for a competent and dedicated person, preferably one who can serve indefinitely, and should have a deep interest in fellow veterans, the Post, and community. If the Service Officer is readily available to those needing assistance, it will be helpful. Electing someone that works and lives close by will likely improve effectiveness.

Chaplain

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

The Chaplain need not necessarily be a clergyman, but must be a person capable of moral and intellectual leadership and one who gives dignity and respect to the office. The Chaplain should be in close touch with the Commander and other officers of the Post and should attend all meetings of the Post

The *Manual of Ceremonies* gives an important place to the Chaplain in the conduct of meetings, in the observance of patriotic occasions, funeral services and dedication ceremonies. On these occasions, the Chaplain is the moral leader.

The Chaplain should cooperate with the Post Historian on graves registration work and inspire the Post to its full duty in seeing that graves are decorated on Memorial Day. Besides officiating when requested at funerals of members, the Chaplain can be of service to bereaved families of Post members.

Specific duties:

- Attend all funerals, memorial services, flag disposal and dedications that our Post performs.
- Present Bible to deceased Legionnaire's families.
- Keep a record of funerals and memorial services that our Post performs during his/her term. Keep a record of Bibles given to families. (This is used for yearly Consolidated Post Report.)
- Keep a record of deceased Legionnaire members between Memorial Day holidays during his/her term. Notify Post Adjutant so membership roster and National database can be updated. (This is also used for yearly Memorial Day services at Rose Hill Cemetery.)
- Maintain Sick Call and Taps board in bar area.
- Maintain Sick Call and Taps sympathy cards in bar area. Send cards to member or deceased member's family.
- Contact newsletter editor to publish deceased members in Taps section.
- Visit hospitals, nursing homes and residences of sick members.
- Notify District Chaplain monthly of deceased members of our Post.
- Attend Membership meetings regularly and give up-to-date reports on deceased members and ones on sick call.
- Any other duties as directed by Commander.

Sergeant-At-Arms

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

The Sergeant-at-Arms should know how to arrange the meeting hall and should assist the Post Commander and Adjutant in the preliminary arrangements for the meeting, including custodian of the colors and should be in charge of the color detail during the presentation and retirement ceremonies of the colors. The Sergeant-at-Arms should be well informed on proper flag display and procedures used in operating a meeting and should play a leading part in other pageantry that is a part of The American Legion.

The Sergeant-at-Arms must make certain new members are welcomed, introduced, and made to feel they are important to the Post to make sure they are introduced, and keep the Commander advised as to who should be acknowledged.

Specific duties:

- Attend Membership Meetings regularly.
- Membership Meeting
 - Arrive at least one hour before start of meeting.
 - Ensure tables, chairs, flags, podium, POW chair, etc are in place.
 - Ensure the public address system is turned on and working.
 - Run a ½ pot raffle before start of meeting.
 - Assist other officers to distribute minutes, financial statements, etc.
 - Attend meeting room door for duration of meeting to ensure entry only to authorized personnel.
 - Return flags, podium, etc to their storage area.
 - Ensure the public address system is turned off.
 - Assist in clean-up after meeting is adjourned.
- Any other duties as directed by Commander.

Historian

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

The office of Historian is a suitable position in which a past Post Commander may serve. There should be close and effective cooperation between the Adjutant and the Historian. The former works with the records on matters of current interest, and the latter on matters of historical interest.

The work of Post Historian is cumulative. It is well to leave it in the hands of one person as long as it's being handled well. The Post Historian should keep in touch with the Department Historian and should be prompt in answering inquiries.

Copies of whatever is printed concerning the Post should be deposited in the local and state libraries, as well as in the Post files. This is important and will prevent complete loss of valuable records through fire or other calamity, as well as provide material for those who are looking for information about The American Legion.

Specific duties:

- Attend all events, memorials, dedications, etc. Take pictures and construct a yearbook showing events as they progress during his/her term.
- Contact newsletter editor to publish appropriate pictures of events.
- Keep Legionnaire plaques updated at Post.
- Keep historical pictures updated at Post.
- Attend Membership meetings regularly and give a report if called upon.
- If Sgt-at Arms is absent, assume his duties for membership meeting.
- Any other duties as directed by Commander.

Judge Advocate

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

The primary duty of the judge advocate is to supply professional advice in the conduct of post business or to procure proper counsel. He is the guardian of the constitutional form of post government. Your judge advocate can also supply valuable assistance to other post committees and officers. The judge advocate should maintain contact with local government officials.

The judge advocate commonly has the duty, with others, of auditing post financial accounts. This is done annually, usually before the election of officers, or more frequently at their discretion.

Executive Committee

(Detailed information is contained in the Officer's Guide and Manual of Ceremonies)

Government and management of the post is entrusted to the executive committee. It should meet as often as the commander deems necessary. The post executive committee is further charged with hiring employees, authorizing and approving all expenditures, requiring adequate bonds from those with custody of post funds, hearing reports of post committee chairpersons and providing oversight over post affairs.

Delegation of these functions to the executive committee is in no way intended to usurp the powers of the membership through regular post meetings. Rather this allows the routine operational affairs of the post to be handled outside of post meetings. Committee reports and other issues of general interest to members should be handled during post meetings.

Specific duties:

The three Members-At-Large will divide three areas of oversight among themselves serving as liaison to the Club Manager as follows:

- Building and grounds.
- Kitchen and dining room.
- Bar area.