

## **Parker VFW Post 4266 Summary of Duties**

### **1. Duty of Commander.** Among the duties of a Post Commander, they 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, or as modified by post thereof.
- b. Enforce strict observance of the laws and usages of this organization, including Post, County Council, District and Department By-Laws and the Congressional Charter, National By-Laws, Ritual and Manual of Procedure, 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 opprobrium 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. They may remove such appointed officers, committee chairmen and committees at their pleasure, after consultation with the Trustees of the Post. They shall, by virtue of their office, be a member of all committees.
- f. In coordination with the Post Quartermaster, review and 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.
- h. Assure that all dues and other monies due the National headquarters and Department are forwarded promptly together with accurate reports and returns pertaining thereto.
- i. 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. Insure that a properly completed Report of Election of Officers for the ensuing year is submitted to Department and National Headquarters by June 1.
- j. 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. They shall ensure that a copy is forwarded by the Posts Quartermaster to the Department Quartermaster.
- k. Assure that they or their designated representative, will attend all properly called District Conventions or meetings and County Council meetings (if applicable).
- l. 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 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, or as modified by the Post for efficiency of operations. Failure without just cause to perform these duties may result in removal from office.

**2. Duty of Senior 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 usually 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.

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

**4. Duty of 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.

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

a. Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which they may be accountable in accordance with section 703.

b. Collect all moneys 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. They shall be the accountable officer of the Post and the Treasurer of all committees handling funds.

c. Disperse 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 they 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 National dues and life membership 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 Quarter Report of Audit.

f. Maintain a Dues Reserve fund as prescribed by in Section 717 of the by-laws and Manual of Procedure.

g. If directed by the Post Commander, maintain a Relief Fund as prescribed in Section 704 of the By-Laws and Manual of Procedure.

h. The books and records of the Quartermaster shall be maintained in a legible and uniform format. Record keeping by electronic means shall be the preferred method, with a back-up and a hard copy also. Books and Records shall be available for inspection by authorized officers and Post Members at all reasonable times. Reconcile and verify all transactions listed on all bank statements to ensure the accuracy of Post records.

i. They shall 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 his possession or under his control.

j. Comply with, and perform all duties required of them 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 Statute.

**6. Duty of Adjutant (appointed by the Post Commander to this position).** Among the duties of the Post Adjutant, they 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 them.

c. Maintain the books and records in a legible and uniform format. Record keeping by electronic means as a primary method, with a back-up and a hard copy file also maintained. Books and records shall be available for inspection by authorized officers and post members at all reasonable times.

d. The Post adjutant, in coordination with the Post Quartermaster, shall ensure that the following records are maintained:

1. A copy of the original application of every member admitted to the Post.

2. Minutes of each Post meeting after corrections 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) or 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 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, 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 his possession or under their control.

g. Comply with and perform all duties required of them by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are usually incident to such office.

**7. Duty of Chaplain.** The Post Chaplain shall perform such duties as are usually 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.

**8. Duty of Judge Advocate. Not currently required by current post functions.**

**9. Duty of Surgeon. Not currently required by current post functions.**

**10. Duty of the Officer of the Day. Not currently required by current post functions.**

**11. Duty of Trustees.** Trustees shall, at the direction of the post members and with the concurrence of the Post Commander, be eligible to serve on committees or as officers whose books, records and accounts are audited by the trustees.

Among the duties of the three (3) elected Post Trustees, they shall:

- a. At least monthly, review the Monthly Report of Receipts and Expenditures of the Post Quartermaster.
- b. Not later than the end of the month following the last day of each quarterly period, at the direction of the Post Commander, properly audit the books and records of the Post Quartermaster, Post Adjutant, and any activity, clubroom, holding company or unit sponsored, conducted or operated by, for or on behalf of the Post and submit a Post Trustees 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 maybe 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 usually 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.

**12. Duty of Veteran Service Officer.** The Post Veteran 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 the federal and state governments. The work of a Veteran 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. They shall perform such other duties as may be usually incident to the office or as may from time to time be required of him by the laws and usages of this organization or lawful orders from proper authority.

*Edited and modified from: Section 218-Officers and Chairmen, Duties and Obligations transcribed from pp 70 - 73 2010 Congressional Charter by-Laws Manual of Procedure Ritual, as amended August 20, 2009, Effective Sept 19, 2009*