

DUTIES OF OFFICERS

Commander

- Presides at all meetings.
- Ensures that post business and activities do not violate any laws or regulations.
- Appoints officers and committee chairmen.
- Approves all funds disbursed and countersigns with QM post checks.
- Assures that all dues are paid to District, Department and National, along with accurate reporting.
- Attends all properly called District and Department meetings.

Senior Vice Commander (SVC)

- Presides at meetings in absence of the Commander.
- Understudy and assists the Commander in the performance of his duties.
- Chairman of the Membership Committee.

Junior Vice Commander (JVC)

- Presides at meetings in absence of Commander and SVC.
- Understudy and assists the Commander in the performance of his duties.
- Buddy Poppy Chairman.

Quartermaster (QM)

- Receives all funds and other properties of the Post.
- Pays out funds when properly authorized at Post meetings.
- Ensures the position is properly bonded.
- Collects all monies due to the Post and gives receipts.
- Transfers dues payable to the VFA Department and National Organizations.
- Maintains books and records and keeps them ready for inspection at any time.

Adjutant (Appointed)

- Prepares all reports at the direction of the Commander.
- Attests by his signature and the seal of the Post all official activities of the Post.
- Keeps the following books and/or files properly prepared.
- Rituals, Bylaws, Manual of Procedure and orders and circulars of National, District and Post.
- The original application of every member of the Post.
- A record of proceedings of each Post meeting that has been approved by the membership.
- A correspondence file.
- A role of departed comrades.

Chaplain

- Visits the sick and shut-in Post members and reports on same.
- Organizes and leads all Post and ceremonial prayers.
- Organizes and leads all Burial and Memorial services.

Judge Advocate

- Provides the Commander interpretations of the By-Laws, Manual of Procedures and Rituals.
- Interprets local laws as they apply to Post operations.

Surgeon

- Promotes health programs for the benefit of the Post and the community.
- Maintains an up-to-date file on prevailing health issues.

Trustee

- Conducts a monthly and quarterly audit of the QM books and records and committee records, and reports the results to the Post members and the State Quartermaster.

Service Officer

- Assists members of the Post and their families obtain rightful benefits from federal and state governments.