

## ARTICLE IV DUTIES OF OFFICERS

**Section 1. Duties of Post Commander.** It shall be the duty of the Post commander to preside at all meetings of the Post and to have general supervision over the business and affairs of the Post, and such officer shall be the chief executive officer of the Post. The commander shall approve all orders directing the disbursement of funds and shall make an annual report covering the business of the Post for the year, and recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department adjutant. The commander shall perform such other duties as needed by the Post and as brought before the EOC for approval.

**Section 2. Duties of 1<sup>st</sup> Vice-Commander.** The 1<sup>st</sup> Vice Commander shall assume and discharge the duties of the office of commander in the absence or disability of, or when called upon by the Post commander. The 1<sup>st</sup> Vice Commander shall have general supervisory responsibility over membership activities of the Post and report such activities to the Post.

**Section 3. Duties of 2<sup>nd</sup> Vice Commander.** The 2<sup>nd</sup> Vice Commander shall be responsible for an "I like my post because..." atmosphere in which legionnaires have fun while doing the work of the Legion. Therefore, the commander depends on the 2<sup>nd</sup> Vice Commander to help run the programs and schedule events that spice up meetings and attract attendance. The 2<sup>nd</sup> Vice Commander shall have general supervisory responsibility over these activities of the Post and report such activities to the Post.

**Section 4. Duties of Post Adjutant.** The adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Post, Department, and National Organizations may require, render reports of membership annually or when called upon at a meeting, and under direction of the commander handle all correspondence of the Post. The Post Adjutant shall work with the Post Historian to preserve historical records.

**Section 5. Duties of the Finance Officer.** The Finance Officer of the Post shall perform duties as the post treasurer, have charge of all finances, and see that all post funds are safely deposited in some local bank or banks. This officer shall report once a month to the Executive Officer Committee (EOC) and to the general membership at regular membership meetings, the condition of the finances of the Post with such recommendations as may deem expedient or necessary for raising funds with which to carry on the activities of the Post. The Finance Officer/Treasurer shall have general supervisory responsibility over all financial activities of the post.

**Section 6. Duties of Post Historian.** The Post historian shall be charged with the individual records and incidents of the Post and Post members, and shall perform such other duties as may properly pertain to the office as may be determined by the Post or the Executive Officer Committee.

**Section 7. Duties of Post Chaplain.** The Post Chaplain shall be charged with the spiritual welfare of post members. The Post Chaplain will offer divine but nonsectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National or Department headquarters from time to time.

**Section 8. Duties of Sergeant-at-Arms.** The Sergeant-at-Arms shall preserve order at meetings and shall perform such other duties as may be from time to time assigned by the Post Executive Officer Committee.

**Section 9. Duties of Service Officer.** The Service Officer is responsible for bringing to the attention of all veterans and their dependents the rights and benefits granted them by law – law The American Legion helped craft. The Service Officer must know how to access and utilize the expert services available through Legion channels and other community agencies.