

# **Duties, Responsibilities and Obligations of VFW Post Officers and Committee Chairmen**

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## **1. Duty of the Commander**

- a. Preside at all meetings.**
- b. Observe the laws and usage of the VFW;**
- c. Ensure Post business and activities conducted so as not to violate any laws or regulations;**
- d. Appoint officers and Committee Chairmen to serve at his pleasure;**
- e. Approve all funds disbursed and countersign with QM Post checks;**
- f. Assure QM bonded and that all dues be paid to District, Department and National along with accurate reporting;**
- g. Assure all activities as required by the VFW are promptly reported;**
- h. Encourage all eligible veterans join and maintain membership;**
- j. Attend all properly called District, and Department meetings;**
- k. Comply with and perform all duties required by VFW by-laws and rituals pertaining to the duties and obligations of the Post Commander. Failure without just cause could result in removal from office.**

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## **2. Duty of the Senior Vice Commander (SVC)**

- a. Preside at meetings in absence of Commander;**
- b. Understudy and assist the Commander in the performance of his duties;**
- c. Chair the Membership Committee.**

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## **3. Duty of Junior Vice Commander (JVC)**

- a. Preside at meetings in absence of Commander and SVC;
- b. Understudy and assist the Commander in the performance of his duties;
- c. Chair the Activities and Awards Committees.

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#### 4. Duty of Quartermaster (QM)

- a. Receive and hold all monies and other properties of the Post;
- b. Pay out monies only after properly authorized by minutes of Post meetings;
- c. Ensure position is properly bonded;
- d. Collect all monies due Post and give receipts, notify all members in arrears and collect dues;
- e. Credit National, Department and District per capita dues funds;
- f. Transmit dues payable to Department and National in a timely manner;
- g. Maintain a dues reserve fund of half all member dues paid annually, to be credited to General Fund annually in July;
- h. Maintain a Relief Fund and other funds as may be approved by Post meetings;
- j. Maintain the books and records at all times in a neat and efficient manner and be ready for inspection;
- k. To serve as Treasurer of all Post Committees;
- l. To keep all books and post records at the Post facility.

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#### 5. Duty of Adjutant

- a. At the direction of the Commander prepare all reports as required;
- b. Attest by his signature and the seal of the Post all official actions of the Post;
- c. Keep the following books or files properly prepared:
  - 1. By-Laws, Ritual and Manual of Procedure of National, Department, District and Post;
  - 2. The original application of every member admitted to the Post;
  - 3. Record of the proceedings of each meeting of

- the Post after correction and approval by the membership;
4. A file of all orders or circulars issued by the C in C, National Council of Administration, Department, District and Post Commander;
  5. A correspondence file;
  6. Proof of eligibility file for all Post officers;
  7. A role of departed comrades.
- d. All books and records should be kept at the Post facility.

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#### 6. Duty of Chaplain

- a. Visit the sick and shut-in Post members and report on same;
- b. Organize and lead all Post and ceremonial prayers;
- c. Organize and lead all Burial and Memorial services.

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#### 7. Duty of Judge Advocate

- a. Provide Commander interpretation of By-Laws, Manual of Procedures and Ritual;
- b. Interpretation of local laws as applicable to Post operations.

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#### 8. Duty of Surgeon

- a. Promote health programs for the benefit of the Post and the community;
- b. Maintain an up-to-date file of prevailing health issues.

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#### 9. Duty of Trustee

- a. Quarterly audit the QM books and records and report to the membership the results;
- b. Prepare quarterly Trustee audit report to submit through the Commander to the Department Quartermaster for referral to the Department Inspector;
- c. Verify all expenditures of the Post for correctness and accuracy;

**d. Audit all committees having receipt or expenditure of Post funds.**

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**10. Duty of the Officer of the Day**

**a. Custodian of the Post colors, altar flag, Bible, ballot box, gavel and other property for Post meetings;**

**b. Inspect member dues cards at beginning of each meeting;**

**c. Make Post property available at opening of meeting and retrieve at close of meeting;**

**d. Control balloting when ballots are cast.**

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**11. Duty of Sgt of the Guard**

**a. Allow no one to enter Post meeting without a current dues receipt or life member card;**

**b. Notify the Officer of the Day of the presence of all distinguished guests.**

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**12. Duty of the Service Officer**

**a. To assist members of the Post, their widows and orphans and other worthy cases brought forward in obtaining rightful benefits from federal and state governments;**

**b. Preparation of the proper forms and assembling the evidence required in connection therewith;**

**c. Work shall be performed in accordance with VFW Guide for Post Service Officers with supervision from the Department Service Officer.**

**B. Committee Chairman**

**1. A committee chairman will work diligently to the accomplish the programs assigned by the Post Commander;**

**2. A committee chairman will select volunteers to assist in completing the assigned task in the time allotted;**

**3. A committee chairman will make regular**

**reports to the membership on progress of the  
committee.**

**4. A committee chairman will select  
volunteers in adequate numbers to complete the  
assigned task within the time allotted;**