

Commander

The Commander presides over all Post meetings. He or she upholds the VFW National and Department Bylaws and Manual of Procedure and ensures that Post business is not in violation of local, state, or federal laws. The Post Commander ensures that all reports are correct, that Post money is accounted for, and that the three Post Trustees examine the books and records on a quarterly basis. He or she must attend or ensure proper Post representative attends all District and applicable Department meetings.

Senior Vice Commander

The Senior Vice Commander assists the Commander to ensure the Post is run in a proper and efficient manner. He or she helps to preserve order and presides over meetings in the absence of the Post Commander. At most Posts, he or she is also directly responsible for VFW Post Membership growth and outreach, but this specific role is at the discretion of the Post Commander.

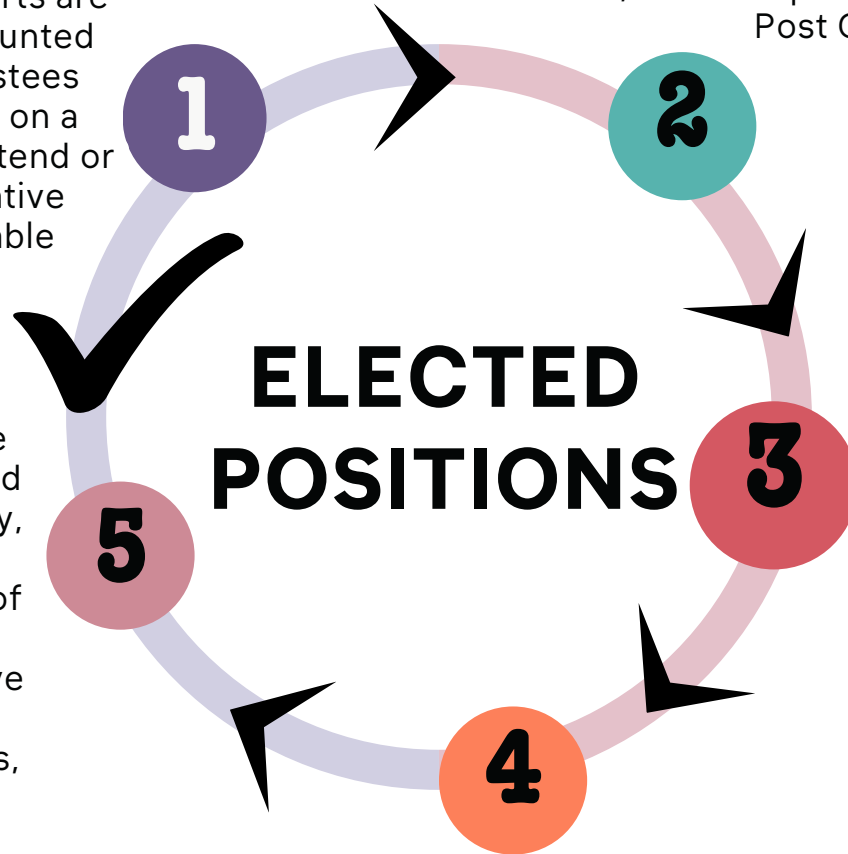
Junior Vice Commander

The Junior Vice Commander also assists the Commander to ensure the Post is run in a proper and efficient manner. He or she helps to preserve order and presides over meetings when the Post Commander and Senior Vice Commander are unable to attend. At most Posts, he or she is also directly responsible for the local VFW Post Programs and Community Outreach, but this specific role is at the discretion of the Post Commander.

3-Year Trustee

The three Trustees is responsible for reviewing receipt reporting and expenditures monthly. Additionally, they must conduct a proper Post Audit within 30 days of the close of each quarter. Trustees are not allowed to handle post funds, serve as Post Adjutant, or serve on committees whose books, records, or accounts are audited on a quarterly basis by the Trustees.

ELECTED POSITIONS



Quartermaster

The Quartermaster must collect all money for the Post, account for it, and report to the Post about the funds available. They disburse funds when properly authorized by the Post, and make sure that all bills are paid on time. The Post Quartermaster must reconcile all financial transactions, secure a bond, receive all annual member dues, and file all tax documents to Federal, State, and Local authorities. Lastly, they provide all Post Trustees with the appropriate financial records and files required to effectively conduct the quarterly Post Audits.