Post Officer Duties
&
Responsibilities

"Getting the right people in the right seat on the bus"

Revised 4/22/15

Objective

- To understand Post Officers Duties & Responsibilities
- Resources available
- Who can be a Post Officer
- Recommended Post Officers
- Review each Position & Duties
- Review what we learned

Post Officer Resources

- Constitution & By-Law's
  - National, Department, Post
- *Officers Guide & Manual of Ceremonies*
- Post Administrative Manual
- Post Adjutant Manual
- Annual Post Officer Training Manual
- Where can we find these?
  - Department website

Who Can Be A Post Officer

- Any member in *good standing* with high moral character
- Is elected by the membership in accordance with the Post Constitution & By-Law's
- Can be appointed by the Post Commander with membership approval and in accordance with the Post Constitution & By-Law's
- *Should* be formally installed & a graduate of the American Legion Extension Institute Course

Recommended Post Officers

- Commander
- Adjutant
- 1st Vice Commander
- 2nd Vice Commander
- Finance Officer
- Service Officer
- Chaplain
- Sergeant-At-Arms
- Historian
- Judge Advocate
- Immediate Past Commander

Post Commander

- Requirements – integrity, leader, initiative
- Power limited by the Post C&B-L's
- Presides at Post meetings & controls agenda
- Supervision of Post Officers – builds a Team
- Ensures Legion Programs are moving forward
- Enforces Post Constitution & By-Law's
- Coordinates with Auxiliary, S.A.L. & Riders
- Communicates with community leaders
- Mentors & trains replacement

1st Vice Commander

- Requirements – positive attitude, initiative
- Responsible for *all* aspects of Post membership and creation of the written Membership Plan
- Chairs the Post membership committee
- Knowledgeable of Post Commanders duties
- Makes a membership report at all meetings
- Mentors & trains replacement
- Performs other duties as needed

2nd Vice Commander

- Requirements – enjoys planning social events
- Responsibility for building an “I like my post because…” atmosphere
- Plans Post activities
  - Patriotic observances
  - Entertainment
  - Speakers for meetings
- Mentors & trains replacement
- Performs other duties as needed

Adjutant

- Requirements-Honesty, Willingness, Bondable
- Post administrator - submits remittals timely
- Handles all Post correspondence
- Maintains all Post records
- Publishes official announcements & instructions
- Mentors & trains replacement
- Assist other Officers & Committees

Finance Officer

- Qualifications – Integrity, Experience, Bondable
- Chairs Post Finance/Budget Committee
- Receives & deposits all funds & maintains finance records
- Adheres to budget as approved by membership
- Provides written monthly finance reports
- Completes IRS and other reports as required
- Mentors & trains replacement
- Performs other duties as needed

Service Officer

- Qualifications – availability & responsiveness
- Provides Post members with their rights & benefits they have earned
- Knowledgeable of working thru Legion channels
- Knowledgeable of agencies and resources available in the community
- Mentors & trains replacement
- The value of the Service Officer increases with their length of service

Chaplain

- Requirement - Moral & Intellectual leader of the Post, brings dignity to the office
- Assists with: Patriotic Observances - Dedication Ceremonies - Funeral Services - Visiting the sick – Nursing Homes & Hospitals
- Mentors & trains replacement
- Performs other duties as needed

Judge Advocate

- Qualification – knowledge of Roberts Rules
- Chairs Post C&B-L's committee
- Advisor for conducting Post business
- Conducts annual Post audit
- Retains professional counsel when required
- Responsible for the orderly conduct of disciplinary procedures
- Mentors & trains replacement
- Performs other duties as needed

Sergeant-At-Arms

- Qualification – familiar with Legion Protocol
- Sets up for Post meetings
- Preserves order and etiquette during Post meetings
- Custodian of the Post Colors
- Mentors & trains replacement
- Performs other duties as needed

Historian

- Requirements – enjoys working with history & assembling scrapbooks
- Compiles and records Post records
- Prepares annual yearbook/scrapbook
- Attends Post functions & documents events with narrative and photographs
- Mentors & trains replacement
- Performs other duties as needed

Sources of Help

- Past Commander(s) – a valuable resource
- District Officers – obligated to provide guidance and supervision
- Department Officers – use them wisely
- Department Headquarters – the conduit for routine business
- National Headquarters – contact thru Department Headquarters

Review What We Learned

- Understanding Post Officers Duties & Responsibilities
- Post Officer Resources
- Who can be a Post Officer
- Recommended Post Officers
- Review of each Position & Duties

Discussion

What Are Our Next Steps?

How can we apply what we have discussed?