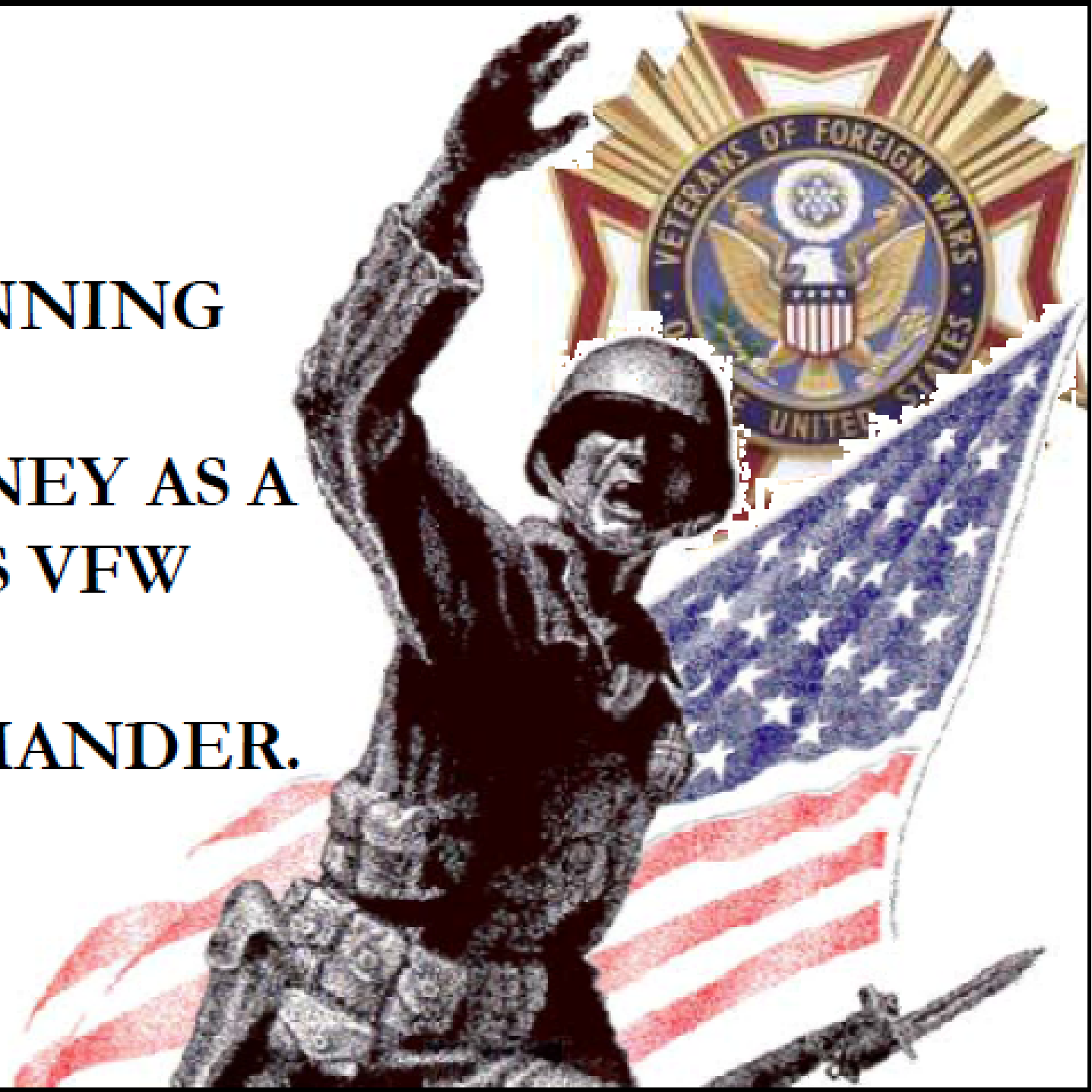




# Texas VFW Officer Training Seminar

**DUTIES &  
RESPONSIBILITIES  
OF THE POST  
COMMANDER**

**BEGINNING  
YOUR  
JOURNEY AS A  
TEXAS VFW  
POST  
COMMANDER.**



# **DUTIES & RESPONSIBILITIES OF THE POST COMMANDER**

(Section 218 (a) (1) Manual of Procedure)

- **IMMEDIATELY APPOINT YOUR ADJUTANT & SERVICE OFFICER AND OTHER POSITIONS AS PRESCRIBED.**
- **ENFORCE OBSERVANCE ON ALL LAWS AND USAGES.**
- **DECIDE ALL QUESTIONS IN YOUR POST SUBJECT TO APPEAL.**
- **PRESIDE AT AND CONDUCT ALL MEETINGS.**

# **DUTIES & RESPONSIBILITIES OF THE POST COMMANDER**

## **– IMMEDIATELY APPOINT YOUR ADJUTANT**

- This is your most important appointment you will make.
- Be sure to match the person to the job, as it directly impacts your overall performance as Commander.

# DUTIES & RESPONSIBILITIES OF THE POST COMMANDER

- **ENFORCE OBSERVANCE OF ALL LAWS AND USAGES**
  - It is your responsibility to enforce all laws and usages of the organization.
  - Become thoroughly familiar with the National, Department and your Post By-Laws.

# **DUTIES & RESPONSIBILITIES OF THE POST COMMANDER**

- **YOU DECIDE ALL QUESTIONS OF LAW AND USAGE ... IN YOUR POST, SUBJECT TO APPEAL.**
  - Committee and Post issues.
  - Administrative actions.
  - Disciplinary Actions!!

# **DUTIES & RESPONSIBILITIES OF THE POST COMMANDER**

- **PRESIDE AT AND CONDUCT ALL POST MEETINGS.**
  - **KNOW IN ADVANCE WHAT BUSINESS NEEDS TO BE ADDRESSED.**
  - **USE AN AGENDA.**
  - **POST BUSINESS ONLY.**
  - **BE BRIEF AND INFORMATIVE**

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# **DUTIES & RESPONSIBILITIES OF THE POST COMMANDER**

- APPROVE DISBURSMENT OF FUNDS APPROVED BY THE POST.
  - ASSURE QUARTERMASTER IS BONDED.
  - ENSURE ALL DUES, MONIES AND REPORTS ARE PROPERLY FORWARDED.
  - ASSURE POST TRUSTEES HAVE CONDUCTED QUARTERLY AUDIT AND FORWARD TO DEPARTMENT BY DEADLINE DATE.
  - ATTEND ALL DISTRICT MEETINGS.
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# **DUTIES & RESPONSIBILITIES OF THE POST COMMANDER**

**IF EVER UNSURE OF PROCEDURES OR  
DECISIONS ...**

- Check with your Post, District or Department Adjutant.
- Call the District Commander or your Departments office and ask to speak to the appropriate staff member.

# **DUTIES & RESPONSIBILITIES OF THE POST COMMANDER**

- **Familiarize yourself with article II of the National By-Laws and Manual of Procedure, especially:**
  - Section 211 -- Suspension and Revocation of Charter.
  - Section 220 -- Vacancies and Removal of Elective Officers or Committee Members.
  - Section 222 -- Delegates, District Conventions and Meetings, Department and National Conventions.
  - Post Election Reports due June 1 -- 67 Post charters revoked last year due to a lack of an Election Report. (Sections 213 of the By-Laws and 218(a)(1)(i) of the Manual of Procedure)

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# DUTIES & RESPONSIBILITIES OF THE POST COMMANDER

- Section 215 states that any officer or committee member whose membership is not in good standing by reason of failure to pay current dues by December 31 shall forfeit eligibility to hold office.
  - OVER 2500 Post officers were removed this year for the above reason.

# DUTIES & RESPONSIBILITIES OF THE POST COMMANDER

- Resources to help you be successful
  - Aids to Leadership
  - Ten Point Pledge for Commanders
  - Leadership can be Fun
  - Planning a Meeting
  - Guide to Protocol
  - Parliamentary Procedure
  - Presiding and Leadership Practice
  - Disciplinary Action
  - Standard Operating Procedures for Posts

