

AMVETS Officers and Their Duties

Commander

Preside at all meetings of the post and executive committee but may delegate a vice commander to serve as a temporary substitute when needed. Official member of all committees and VFW/VFW Ladies AUX/AMVETS house committee. Directs and supervises the activities of all elected and appointed officers and committees. Together with the adjutant and finance officer, the commander is responsible for all monies received by the post. The commander will ensure that the post meets regularly on the appointed dates, disseminate, to the membership, all pertinent information that is sent from the department and National Headquarters. The commander, or a member appointed by him, shall represent the post at memorial services and community functions, where it is customary that AMVETS or a veteran's organization be represented.

Vice Commanders

Posts may determine the number of vice commanders they wish to elect and the duties of the vice-commanders shall be prescribed by the post constitution. It is customary to elect two vice commanders who may be assigned duties by the commander or post executive committee.

The first vice commander; serves as the **membership chairman** and the

The second vice commander; is responsible for **programs and their promotion**. In the absence of the commander,

The vice-commander; in order of their rank shall preside at meetings and represent the commander. Like the Commander, he too can access post member information online. He has the same privileges as the commander.

Adjutant

The adjutant provides the administrative support for the post and is charged with taking minutes and maintaining all records (in conjunction with the finance officer). He is also responsible for correspondence and handles the routine business of the post. The adjutant is the official contact person for the post and serves as the liaison officer between the post and its community, the department and National Headquarters. Among his responsibilities, the adjutant should.

Be present at all meetings (or have an assistant in attendance) to record all business transacted and report on the minutes of the previous post meeting or executive committee meetings;

Present all communications and correspondence at regular post and executive committee meetings;

File all correspondence according to the subject matter. Keep copies of all letters sent to the department and National Headquarters; and

Maintain separate files for members, correspondence, D&R Forms as well as for post publicity and fund-raising programs and any other topics relating to post activities.

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Finance Officer

The post finance officer is the treasurer. His responsibilities include receiving membership dues, banking, disbursement of monies and accounting for all post funds. The finance officer and one other post officer, usually the commander, sign and countersign all post checks only after payment is authorized.

Judge Advocate

The post judge advocate is responsible for drafting the post's constitution and bylaws (CBL) for presentation to and adoption by the general post membership. The original post CBL, together with any changes, additions or corrections must be sent to the department judge advocate for review, approval and forwarding to the national headquarters. The National Membership Department maintains a permanent file of important documents on each post. A post may adopt its own CBL, provided the provisions are not in conflict with the department or national constitution and bylaws. A sample post CBL is provided as an addendum to the Officer's Manual (last item in this section).

Historian

The historian shall compile and maintain complete historical records of post activities and will submit a full historical report annually, or as requested.

Provost Marshal

The provost marshal is responsible for keeping order at post meetings, for the care of post colors and for carrying out other duties as assigned.

Service Officer

General duties of an AMVETS post service officer include the following:

Sharing information about veteran's benefits at post meetings and other AMVETS functions.

Referring veterans to an AMVETS national service officer, AMVETS state service officer, county veterans service officer or an accredited representative for assistance in filing for veterans benefits

Becoming familiar with the application forms necessary to assist in the preparation and the proper filing of claims for benefits.

Being familiar with requirements for veterans in need of medical attention to obtain VA hospitalization and medical care, both under emergency and normal conditions.

To successfully assist in the development and presentation of any claim, the post service officer must safeguard all confidential information.

Public Relations Officer

The community will not know of the special and outstanding activities sponsored by AMVETS without being told; therefore, it is the job of the public relations officer (PRO) to spread the word. There are many avenues of publicity available; those found most useful are outlined in the AMVETS PUBLIC RELATIONS MANUAL. The PRO should take advantage of opportunities to enhance the prestige of the post.

Chaplain

The chaplain is a member of the commander's staff and acts as advisor and consultant to the commander in all matters relating to religion, morals, and morale as affected by religion. The chaplain assists the commander and his staff with integrating the principles of good moral conduct and citizenship in the post. He represents religion which teaches fortitude, reverence and justice, as well as kindness, sympathy and humility.

Quartermaster

The quartermaster on the post level acts as a liaison between the members and National's resource for quartermaster items.

Women Veterans' Representatives

AMVETS departments should appoint a women veterans' representative who will report on the department level all subjects pertaining to women veterans. Duties of the women veterans' representatives are as follows:

Try to make all women veterans aware of their "rights" as veterans.

Tour state VA hospitals, whenever feasible, to observe the individual VAMC facilities for women veterans.
Contact local VA women veterans' coordinators.

Report to the respective department at every SEC meeting and state convention as to information, progress, etc.