Post Officers

Roles and Responsibilities

PREAMBLE

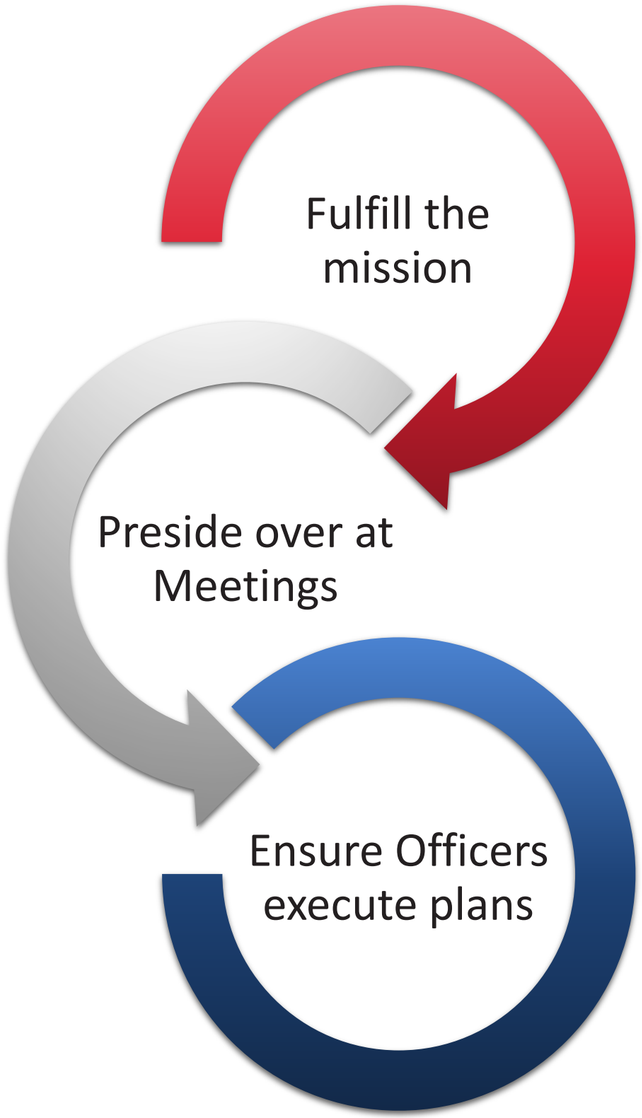
THE AMERICAN LEGION PREAMBLE

"For God and Country, we associate ourselves together for the following purposes:
To uphold and defend the Constitution of the United States of America;
to maintain law and order;
to foster and perpetuate a 100-percent Americanism;
to preserve the memories and incidents of our associations in all wars;
to inculcate a sense of individual obligation to the community, state and nation;
to combat the autocracy of both the classes and the masses;
to make right the master of might; to promote peace and good will on earth;
to safeguard and transmit to posterity the principles of justice, freedom and democracy;
to consecrate and sanctify our comradeship by our devotion to mutual helpfulness."

Commander

Top 5 Duties

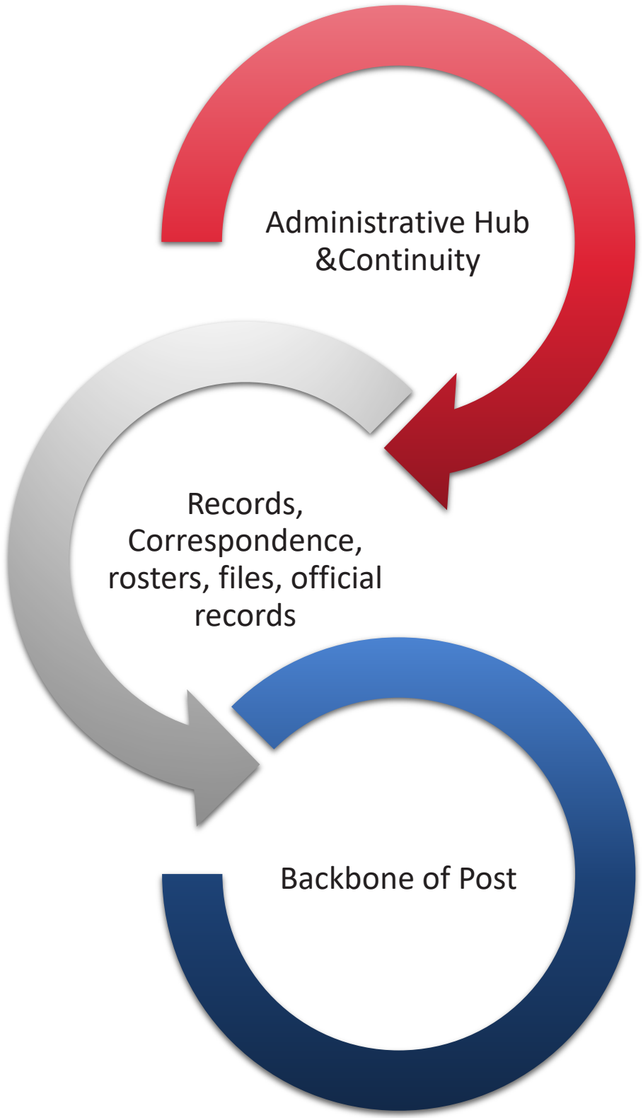
1. Plan the year with officers & executive committee-set meeting rhythm
2. Preside at meetings and follow order of business & ceremonies
3. Appoint committees; supervise officers; require timely written reports
4. Approve authorized disbursements; monitor budget & finance reports
5. Represent the Post with District & Department. Ensure all reports are filed



Adjutant

Top 5 Duties

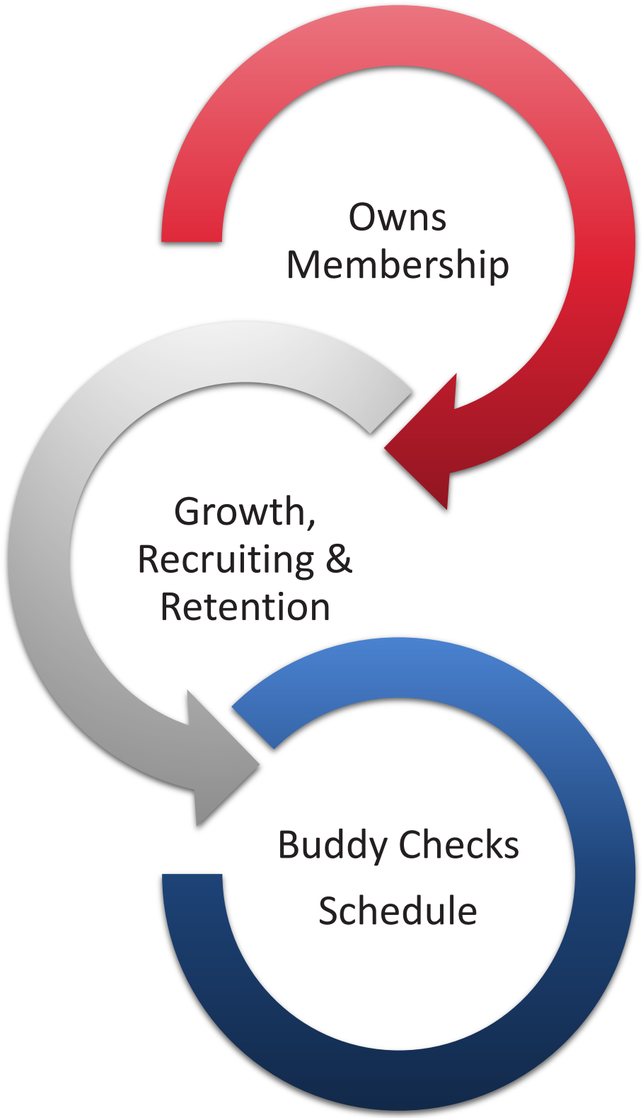
1. Minutes/Records
2. Files (charter/CBL/Insurance/Incorporation)
3. Agendas & Notices
4. My Legion admin tasks (rosters, CPR draft, leadership updates
5. Tickler for due dates



First Vice Commander

Top 5 Duties

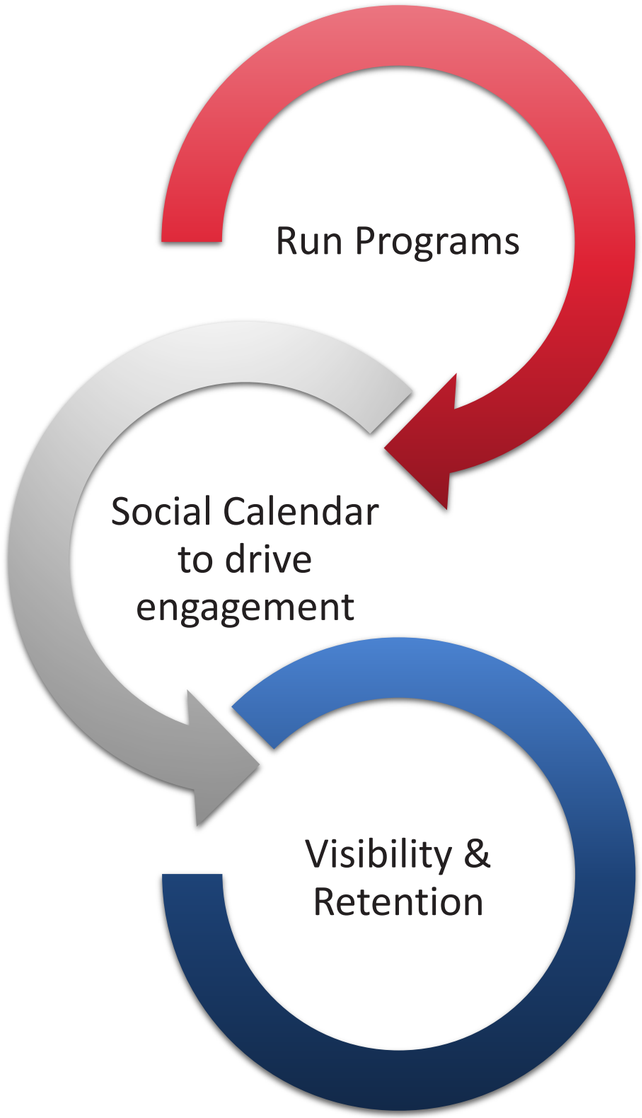
1. Monthly Target Dates
2. Buddy Checks
3. Recruit with Programs
4. Monitor renewals/undeliverable
5. Report Monthly



Second Vice Commander

Top 5 Duties

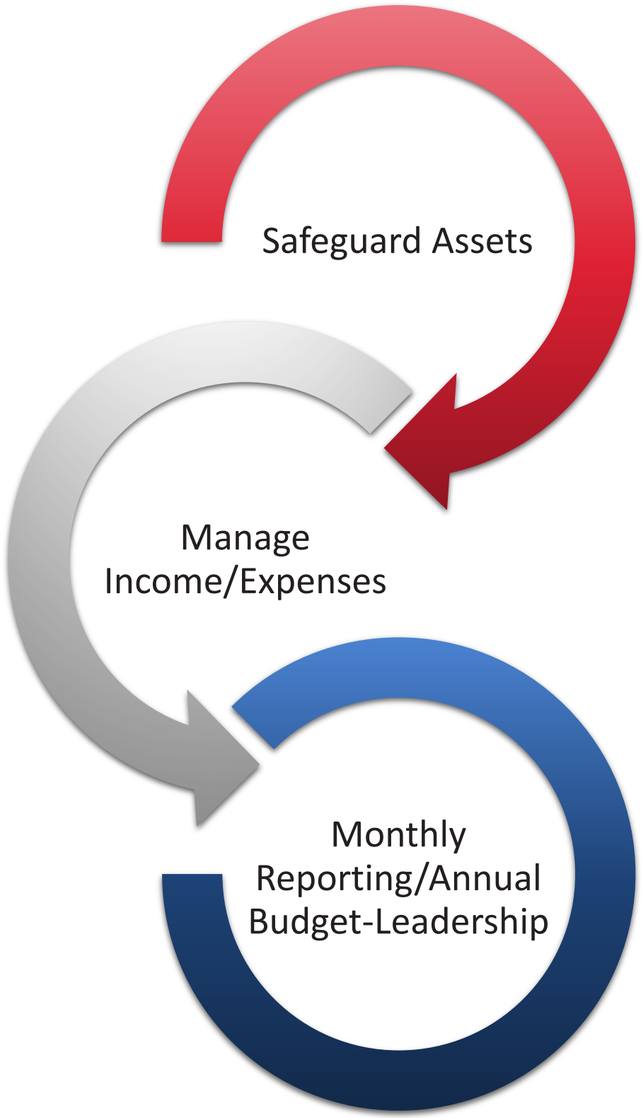
1. Month by Month Calendar
2. Partner Coordination
3. Recruit with Programs
4. Staffing/Promotion/After-action
5. Ceremonies Support/Meeting Impact Reposts



Finance Officer

Top 5 Duties

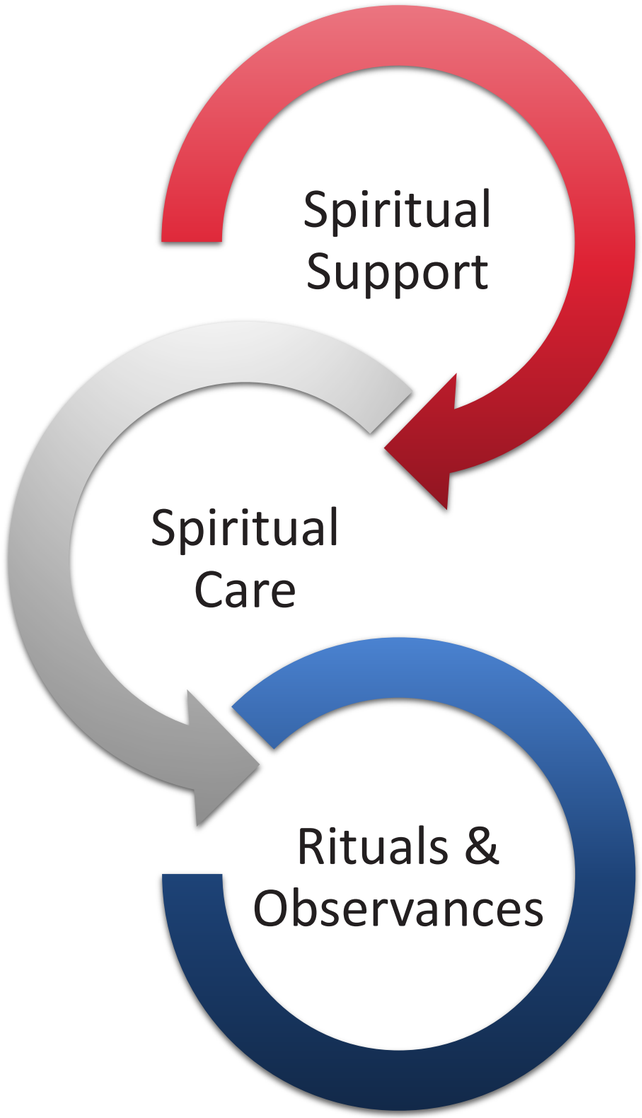
1. Monthly Written Reports
2. Accurate Books & Controls/Bonding
3. Annual Budget
4. Filings (IRS 990 & State Forms)
5. Audits & Reviews



Chaplain

Top 5 Duties

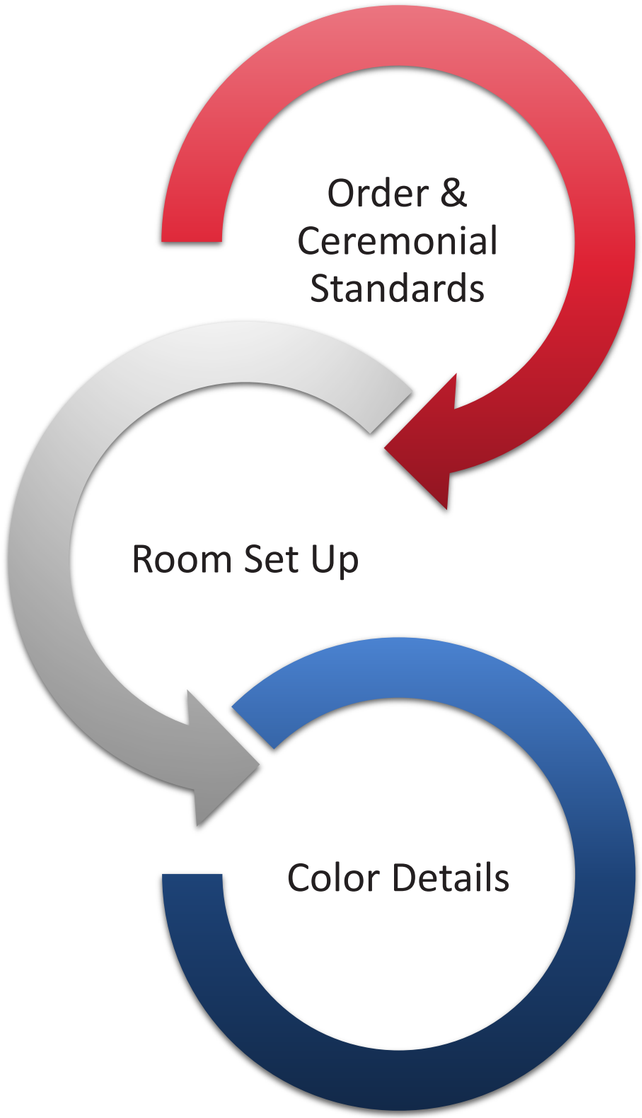
1. Invocation/Benediction
2. Care List & Outreach
3. Coordinate With Clergy
4. Support POW/MIA & Memorial Observances
5. Advise on Morale



Sergeant At Arms

Top 5 Duties

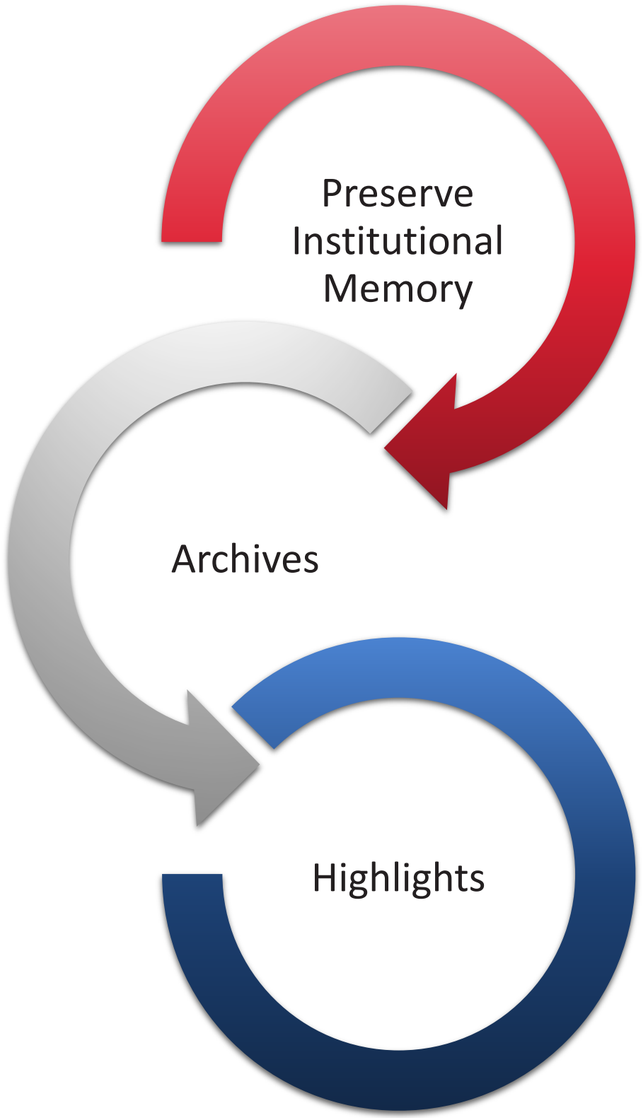
1. Room Set Up (flags, Bible, POW/MIA, Gavel, Agenda)
2. Decorum
3. Color Guard
4. Ceremonies Support
5. Equipment Care



Historian

Top 5 Duties

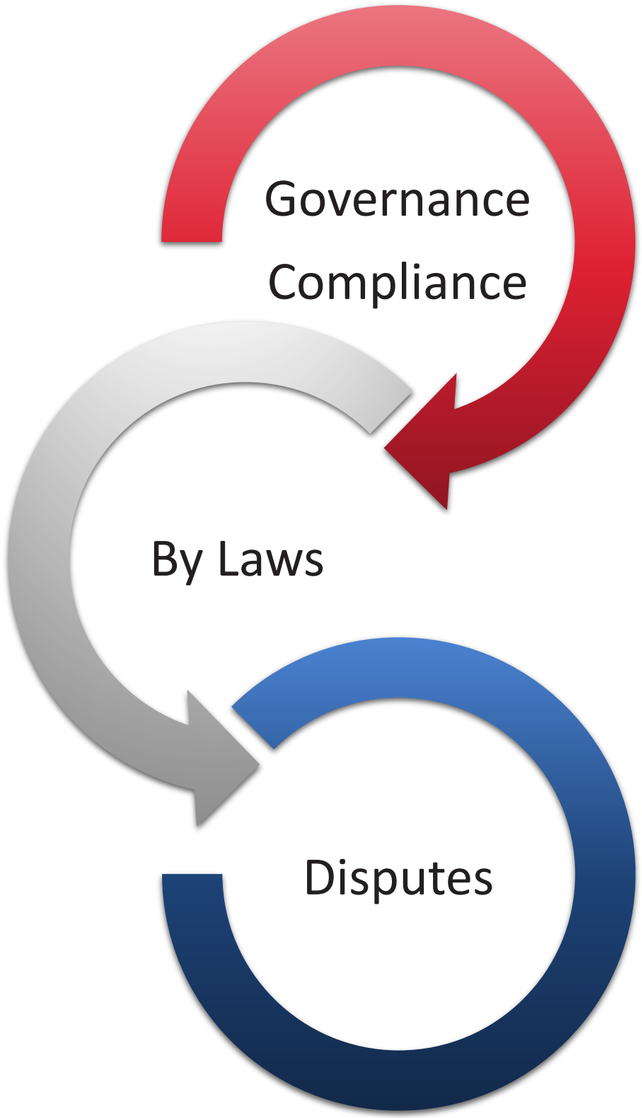
1. Collect minutes/photos/programs
2. Publish Annual Highlights
3. Coordinate Storytelling
4. Digital Backups
5. Support Awards



Judge Advocate

Top 5 Duties

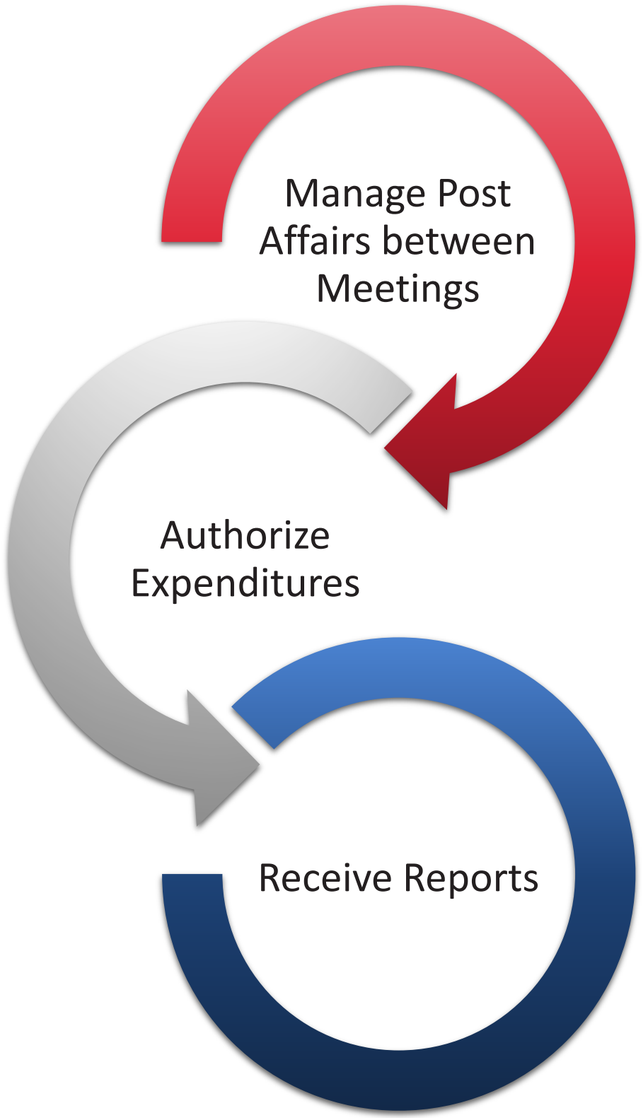
1. Know CBL & Constitutions
2. Parliamentary Advice
3. Review MOUs/Contracts
4. Bylaws Updates
5. Dispute Process



Executive Committee

Top 5 Duties

1. Regular Meetings
2. Finance Review/Authorization
3. Follow ups
4. Bonding/Insurance
5. Focus on Membership/Programs /Impact



30 Day Schedule Events

Example

Date	Participants	Members Contacted	Needs Identified	Follow-ups Assigned	Complete (Y/N)
1/10/2025	1st VC, Adjutant, 2 Volunteers	28	3 transportation requests	Service Officer(claims)	N
			1 VA Claim question	Chaplain (wellness)	Y
			2 Wellness Checks	2nd VC (rides)	Y
1/17/2025	Commander; 1st VC, 3 Volunteers	32	5 renewals pending	1st VC (renewals)	N
			2 undeliverable addresss	Adjutant (addresses)	N
1/25/2025	1st VC, Sgt At Arms; 2 Volunteers	24	1 food assistance referral	Service Officer (reffera	Y
			2 event invites accepted	2nd VC (envent invites)	Y
	Notes				

AMERICAN LEGION

Questions?