

Excerpt from:

By-Laws

Of

ADAMS, HANNA, MOORE MEMORIAL POST 156

The American Legion

Department of Maryland

Article IV - Duties of Officers

Section 1. *Duties of Post Commander.*

It shall be the duty of the Post Commander to preside at all meetings of the Post and to have general supervision over the business and affairs of the Post. The Commander shall promote the programs and ideals of the American Legion in the community and such officer shall be the Chief Executive Officer of the Post. The Commander shall perform such other duties as directed by the Post.

Section 2. *Duties of 1st Vice Commander.*

The 1st Vice Commander shall assume and discharge the duties of the office of Commander in the absence or disability of, or when called upon by the Post Commander. The 1st Vice Commander shall also perform such other Post duties as may be assigned by the Commander or Executive Committee. He shall be the chairman of the membership committee and render reports of membership whenever called upon at a meeting of the Post.

Section 3. *Duties of 2nd Vice Commander.*

The 2nd Vice Commander shall assume and discharge the duties of the office of Commander in the absence of both the Commander and 1st Vice Commander, or when called upon by the Post Commander. The 2nd Vice Commander shall also perform such other Post duties as may be assigned by the Commander or Executive Committee. The 2nd Vice Commander's primary concern is for the arrangement and promotion of social activities for the Post.

He shall serve his Commander with faithful and diligent efforts. He/she shall keep the Executive Committee informed as to the Outside Speaker Program.

Section 4. *Duties of 3rd Vice Commander.*

The 3rd Vice Commander shall assume and discharge the duties of the office of 2nd Vice Commander. In his absence, the 3rd Vice Commander shall also perform such other Post duties as may be assigned by the Commander or Executive Committee. The 3rd Vice Commander's primary concern is to aid the 2nd Vice Commander in all duties. The 3rd Vice Commander shall serve his Commander with faithful and diligent efforts.

Section 5. *Duties of Post Adjutant.*

The Adjutant shall have charge of and keep a full and correct record of all proceedings of all meetings, keep such records as the Department and National Organizations may require, render reports of membership annually or when called upon at a regular general meeting and, under the direction of the Commander, handle all correspondence of the Post. The Adjutant shall also be responsible for the receipt of membership dues, the deposit of same, maintenance of an up-to-date membership roster, and the issuance and mailing of all membership cards in a timely manner.

Section 6. *Duties of Finance Officer.*

The Finance Officer of the Post shall have charge of all finances and see that they are safely deposited in the approved depository(s) and is charged with the payment of all authorized debts. The Finance Officer shall report once a month to the Executive Committee and at the general meeting, the condition of the finances of the Post, with such recommendations as he/she may deem appropriate and expedient or necessary for the raising of funds with which to carry on the activities of the Post.

Section 7. *Duties of the Service Officer.*

The Service Officer is an appointed position and shall advise the Post members and their dependents of the rights and benefits granted to them by law. The Service Officer must know how to utilize such expert services as may be available to the community and to render such assistance as may be required in filing claims for Veteran and other benefits. The Service Officer may perform other duties pertaining to rehabilitation of Post members, as may be necessary and arrange for hospitalization whenever needed. The Service Officer shall

perform other duties as may properly pertain to the office as directed by the Commander and the Executive Committee.

Section 8. *Duties of the Post Judge Advocate.*

The Judge Advocate shall supervise all Post business or activity that is of a legal nature, examine all legal papers presented to the Post for action, recommend competent legal counsel if needed and shall advise the Commander and or the Executive Committee in relation thereto.

Section 9. *Duties of Post Chaplain.*

The Post Chaplain shall be charged with the Spiritual welfare of the Post comrades and shall offer divine and non-sectarian service in the event of dedications, funerals, public functions, and similar occasions, adhering to the ceremonial rituals as recommended by the National Headquarters and Department of Maryland American Legion.

Section 10. *Duties of Post Historian.*

The Post Historian shall be charged with recording the individual records and achievements of the Post and its members, and shall perform other duties as may properly pertain to his/her office as directed by the Commander and the Executive Committee.

Section 11. *Duties of Sergeant-at-Arms.*

The sergeant-at-arms shall preserve order at meetings and shall perform such other duties as may be from time to time assigned by the Post Commander or Executive Committee.