

Officers Duties

AMVETS Department of Illinois

District Officer Duties

General District Officers' Duties

- Proper procedures on how to conduct a meeting following Robert's Rules of Orders
- Install officers
- Properly filling out membership forms
- Communicating with posts in your district

District Commander

The Commander, as the 1st Executive Officer of the District shall preside at all District meetings and District Executive committee meetings, but may delegate a Vice Commander to serve as a temporary substitute when needed.

The Commander should visit each Post and inform the Post of what is happening on the National or State level. Items such as Constitution and By-Law changes, changes in membership dues, programs, and personnel changes etc. can be discussed. Always mention where and when the next District or SEC meeting is to be held. Mention the opportunity for Post officers to visit SEC meeting and attend Committee meetings. Also discuss what items are working for other Posts.

The Commander is an ex officio member of all committees. The Commander 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 District or District.

The Commander will ensure that the District meets regularly on the appointed dates unless otherwise dictated by the post membership. It is the Commander's responsibility to disseminate, to the District, all pertinent information that is sent from the Department and National Headquarters.

The Commander, or a member appointed by him, shall represent the District at memorial services and community functions, where it is customary that AMVETS or a veteran's organization be represented.

The Commander shall be the official spokesman on all matters of public interest concerning District activities. The public relations officer may be called on to assist with press releases, position statements and speech preparation.

District 1st Vice Commander

District 1st Vice Commander should visit each Post and inform the Post of what is happening in membership on the National and State level (highlighting on membership goals, membership incentives and membership specials). Gaining and maintaining membership should be the primary goal for the District 1st Vice. A new membership report will be mailed to you every month; this is an excellent source of information. Utilizing the membership report you can gauge where every Post in your District. With this information you can tell if a post is struggling or excelling. With the excelling Posts ask them what techniques and procedures they use to gain new membership and maintain renewals. With the struggling Posts work with them to pin point what areas they are having difficulties in and why. Compare and share this information with all the Posts in your District. Ensure plenty of membership forms such as applications, brochures, dues and remittance forms, transfer forms, and life membership transmittal forms are on hand (these can be obtained through AMVETS State Headquarters).

2nd Vice Commander

The District's 2nd Vice Commander should visit each Post and inform these Posts of what is happening on the National and State level concerning Programs. District's 2nd Vice should promote AMVETS Programs and try to gain as much District participation as possible.

There are a wide variety of Programs provided through AMVETS. They all have different timelines and cover many areas. The District 2nd Vice should inform their District when Programs are going on and when these program's deadlines are, remember AMVETS Programs are very time sensitive. District 2nd Vice should discuss what programs are successful and what programs are failing as well as any new ideas for future programs for AMVETS. Compare and share all this information with your Posts. Ensure plenty of programs forms and information such as scholarship applications, scholarship brochures, reporting forms, honors and awards forms are on hand (these can be obtained through AMVETS State Headquarters).

Post Officer Duties

Post Commander

The Commander, as the 1st Executive Officer of the Post shall preside at all meetings of the Post and Executive committee, but may delegate a Vice Commander to serve as a temporary substitute when needed. The Commander is an ex officio member of all committees. The Commander directs and supervises the activities of all Post's elected and appointed officers and committees. The Commander is responsible for all monies received by the Post. The Commander will ensure that the Post meets regularly on the appointed dates unless otherwise dictated by the post membership. It is the Commander's responsibility to disseminate, to the Post, 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. The Commander shall be the official Post spokesman on all matters of public interest concerning Post activities.

Post 1st Vice Commander

Post 1st Vice Commander should inform the Post of what is happening in membership on the National, State, and District level. Gaining and maintaining membership should be the primary goal for the Post's 1st Vice. A new membership report will be mailed to you every month; this is an excellent source of information for your use. Utilizing the membership report you can gauge where your Post stands. The Post's 1st Vice should be familiar with the membership goals set by the National and State Commanders and set Post goals that would match or better their goals. All the membership paperwork is processed by the Post's 1st Vice such as transfer members, new members, renewed members, life memberships, and address changes. Ensure plenty of membership forms such as applications, brochures, dues and remittance forms, transfer forms, and life membership transmittal forms are on hand (these can be obtained through AMVETS State Headquarters)

Post 2nd Vice Commander

Post 2nd Vice Commander should inform the Post of what is happening in Programs on the National, State, and District level. Post's 2nd Vice should promote AMVETS Programs and try to gain as much Post participation as possible (look beyond your Post membership to the Ladies Auxiliary, Sons, etc., Programs are not restricted just to AMVETS). There are a wide variety of Programs provided through AMVETS. They all have different timelines and cover many areas. The Post's 2nd Vice should inform their

Post when Programs are going on and when these program's deadlines are, remember AMVETS Programs are very time sensitive. Post's 2nd Vice should discuss what programs are successful and what programs are failing as well as any new ideas for future programs for their Post (looking to other community service-oriented organizations and individuals like the Scouts, Jaycees, or Chamber of Commerce could be a stepping stone for future endeavors). Compare and share all this information with your Post. As each Post program progresses, the 2nd Vice will document all pertinent information. Ensure plenty of programs forms and information such as scholarship applications, scholarship brochures, reporting forms, honors and awards forms are on hand (these can be obtained through AMVETS State Headquarters).

Post Adjutant

The Post Adjutant provides the administrative support for the Post and is charged with taking minutes and maintaining all records (in conjunction with the finance officer). The Post Adjutant 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 these responsibilities, the Adjutant should; maintain one complete membership master file in conjunction with the Membership Director (addresses, dues dates, etc.). The Adjutant must maintain records of current and past officers and forward a new list of officers to the Department and National Headquarters within 30 days a election or change of position. The Post Adjutant in conjunction with the 1st Vice should notify the Department and National Headquarters promptly of a member's change of address, change of membership status, or deceased member. The Post Adjutant keeps the membership informed of all Post functions and activities to include meetings. The Post Adjutant takes particular care to ensure that all members are properly notified, at least 30 days in advance, of elections of officers, Constitution and By Laws (CB&L) meetings and any meeting that would grant the voice of the Post. The Post Adjutant should be present at all meetings (or have an assistant in attendance) to record minutes paying particular attention to motions passing and failing. The Post Adjutant reports on the minutes of the previous Post meeting or executive committee meetings. The Post Adjutant presents all communications and correspondence at regular post and executive committee meetings. The Adjutant keeps a complete record of the Post's property, including a description of the item, it's estimated value, and its location and any other pertinent information deemed necessary. The Post Adjutants ensures the Post's Insurance (if applicable) is current to include General Liability, Liquor Liability, and Worker Compensation. The Adjutant keeps copies important letters sent to the Department and National Headquarters.

Post Finance Officer

The Post Finance Officer is the treasurer. His/her responsibilities include receiving membership dues, banking, disbursement of monies and accounting for all the Post funds. The Finance Officer and one other post officer, usually the Commander, sign and countersign all post checks after the post has authorized payment. The Post Finance Officer should collect all monies due the post and keep an account of receipts for each member. Finance Officer should see that all post funds are secured in a bank account. The Finance Officer should make a financial report at all regular meetings and prepare a complete financial statement and budget to report at the annual post meeting. Finance Officer should also report to the Post on all receipts collected, all bills (outstanding and paid), and major expenditures (those within the current budget and those not within current budget). Another important function of the finance officer is to coordinate his duties relating to membership with the Adjutant and Membership Director. The Finance Officer receives and dispenses all money and should work with whoever is responsible for issuing membership cards.

Before a new Post Finance Officer assumes their duties, the auditors, the audit committee or the finance committee, must have given their predecessor a “clean opinion”. (The new Finance Officer does not want to become involved in any problems that existed prior to his appointment.) The Finance Officer may be assisted and guided by a finance committee of three or four members appointed by the Commander with the approval of the executive committee. The primary duty of a finance committee is to provide an annual audit of the books and assist in the preparation of the annual budget. The commander, being a member of all committees by virtue of his office, may assist the finance committee.

Post SEC member

The Post SEC member shall represent the post at all department meetings. This individual will be required to provide a oral or written report about their post at the department meeting upon being called to do so.