

All officer positions, whether elected or appointed, can be replaced if the incumbent absented him/herself from two consecutive meetings or who has failed to fulfill the duties of office as specified. Committees are established to perform the Programs of the Post. Following are the officer positions of the Post and their duties, followed by the basic established Committees of the Post. Mostly, committee members are appointed though some are elected.

OFFICERS:

Post Commander (President) (elected) – The responsible official for all Post business and activities, successes and failures. Preside at meetings; enforce laws and usages; decide all questions of law and usage at the Post, subject to appeal pursuant to the VFW National By-laws; appoint officers, committee members, and chairs; approve disbursement of funds; ensure Quartermaster and others as may be authorized to handle funds are properly bonded; ensure reports, taxes, etc., are correctly and timely prepared and submitted; and perform other duties as assigned and/or required.

Sr. Vice Commander (Vice President) (elected) - Assist the Commander in his/her duties and in preserving order; preside over meetings in the absence of the Commander; prepare and submit VFW Program reports to Department; track VFW Programs to ensure the Post is doing what it is supposed to do per VFW mandates; provide advice to the Commander in areas of deficiency; and perform other duties as assigned and/or requested.

Jr. Vice Commander (elected) – Assist the Commander in preserving order, preside at meetings in the absence of the Commander and Sr. Vice Commander, take charge and accomplish the many facets of the membership program so as to improve our membership numbers and meet the goals established by Department, provide advice and assistance, and perform other duties as assigned and/or required.

Quartermaster (Finance Officer) (elected) – Collect, disburse, and account for funds in the various prescribed categories; prepare financial reports; process dues payments; make available books and records for inspection by Trustees, members, and VFW Inspectors; answer inquiries and research issues; file appropriate forms as required by Federal, State and Local Statutes; and perform other duties as assigned and/or requested.

Adjutant (Secretary) (mandatory appointed position) – Official corresponding officer, prepare reports and maintain records and files, maintain membership records and related files, and perform other duties as assigned and/or requested.

Chaplain (mandatory appointed position) – report on sick and distress members and family members of members, perform duties incident to the office or as may from time

to time be required by the laws and usages of the organization and lawful orders from proper authority, and perform other duties as assigned and/or requested.

Judge Advocate (mandatory appointed position) – Research issues of law as pertains to the Post, advise and perform duties incident to the office or as may from time to time be required by the laws and usages of the organization and lawful orders from proper authority, and perform other duties as assigned and/or requested.

Service Officer (mandatory appointed position) – Assist and refer members, their widows and orphans and other worthy cases brought to his/her attention in obtaining rightful entitlements from Federal and State governments, and perform other duties as assigned and/or requested. **Note:** A Post Service Officer is not normally a fully trained and credentialed Service Officer such as that found within the County, VFW, American Legion and other like-type Service Officer positions for which the personnel are salaried.

Surgeon (appointed, not mandatory) – Report on health issues (within capabilities), perform duties incident to the office or as may from time to time be required by the laws and usages of the organization and lawful orders from proper authority, perform other duties as assigned and/or requested.

Officer of the Day (appointed, not mandatory) - Assist in matters during the conduct of meetings such an controlling entry to meetings, draping the charter during meetings, perform duties incident to the office or as may from time to time be required by the laws and usages of the organization and lawful orders from proper authority, and perform other duties as assigned and/or requested.

Trustees (elected, three positions) – Certify monthly report of receipts and expenditures; audit the books and records of the Paymaster, Adjutant, and of any activity performed in the Canteen or other business activities of the Post so as to properly account for funds and property of the Post; and perform other duties as assigned and/or requested.

Committees:

HOUSE – Recommend facility issues (not to include business operations) that impact all facility occupants and to make approval recommendations to the membership of VFW Pacific Beach Post 5985 at a regular business meeting or a special meeting called for that purpose. The Committee does not have the authority to independently approve funding.

MEMBERSHIP – Assist with membership drives, coordinate activities, monitor membership levels, contact members, and lead efforts to increase membership and participation in the VFW Legacy Programs.

BUDDY POPPY – Schedule locations for poppy drives, schedule and assign personnel, order supplies, and lead the efforts. All funds collected are in a restricted account and not be used for day-to-day business.

YOUTH DEVELOPMENT - Scouting, JROTC, Patriots Pen (PP), Voice of Democracy (VOD), National Home.

CITIZENSHIP/COMMUNITY SERVICE - Law Enforcement, Firefighter, EMT, Lifeguards, Teacher, Community Events.