

**St. Louis Service Women's Post 404**  
**The American Legion**  
**St. Louis, MO**

**Duties Of The Officers**

**Section 1. Duties Of The Post Commander.** The Post Commander shall preside at all meetings of the Post and have general supervision over the business affairs of the Post. The Commander shall approve all disbursement of funds by either the Finance Officer or the Adjutant and perform other duties as directed by the Post.

**Section 2. Duties Of The First Vice Commander.** The First Vice-Commander shall assume and discharge the duties of the Office of Commander in the absence of the Commander. The First Vice-Commander shall Chair the Membership Committee, have oversight of the Military Funeral Honors Detail, and perform other duties as directed by the Post.

**Section 3. Duties Of The Second Vice Commander.** The Second Vice-Commander shall assume and discharge the duties of the Office of Commander in the absence of both the Commander and First Vice-Commander. The Second Vice-Commander shall Chair the Fund Raising and Social Committees of the Post and perform other duties as directed by the Post.

**Section 4. Duties Of The Post Adjutant.** The Adjutant shall have charge of and keep a full record of the proceedings of all meetings, and such records as the Department and National organization may require. The Adjutant shall maintain the official membership and render reports of membership annually or when called upon at Post meetings. She shall handle all Post correspondence and shall also be authorized to disburse funds in the absence of the Post Commander or Finance Officer, and perform other duties as directed by the Post. The Adjutant shall have oversight of the Post website.

**Section 5. Duties Of The Post Finance Officer.** The Post Finance Officer shall have charge of all finances, shall account for and deposit all Post funds in the Post bank account. Funds for specific programs/projects will be so designated as directed by the Executive Committee. Funds that are not designated by the donor for a specific program will be deposited to the general operating fund. The Finance Officer must submit a written financial report at the regular Post monthly meeting. She will perform other duties as directed by the Post. The Financial books shall be complete and turned over to the incoming Executive Committee for audit and to the incoming Finance Officer at the end of the Post year (July 31). The Post Finance Officer will be bonded through the Department recommended insurance provider. The Post Finance Officer shall not simultaneously hold a financial position in other American Legion related organizations.

The Post Finance Officer will file all tax documents in a timely manner and within 30 days of filing, but no later than 1 March, provide the Commander a copy of the tax documents for review. In addition, the tax documents shall be part of the financial records provided to the Executive Committee for audit.

**Section 6. Duties Of The Post Historian.** The Post Historian shall keep the individual records and incidents of the Post and Post members per the guidelines set down by the National organization and perform other duties as directed by the Post.

**Section 7. Duties Of The Post Chaplain.** The Post Chaplain shall have charge of the spiritual welfare of the Post and offer divine, non-sectarian service at dedications, funerals, public functions, etc., and adhere to such ceremonial rituals as recommended by National or Department Headquarters and perform other duties as directed by the Post.

**Section 8. Duties Of The Post Sergeant-At-Arms.** The Sergeant-at-Arms shall preserve order at all meetings, ensure flags are posted, and post flags at member's caskets or public ceremonies when requested.

**Section 9. Duties Of The Post Service Officer.** The Post Service Officer is responsible for knowing how to utilize the expert services available within the community and using that knowledge to provide assistance to members in need and perform other duties as directed by the Post.