AMVETS Post 38, Falling Waters, West Virginia 25419

Post Regulation – Officers and Their Duties

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1.0. Information

1.1. This is the Official Manual for Officers of Post 38 and their Duties. It differs from the version offered by National Headquarters in that their version is generic and is provided as a guide. This version, published by Post 38 contains the actual responsibilities of the officers of Post 38 during the 2014-2015 service year. This manual will roll over to succeeding service years without action, other than the annual review of Post 38 orders, regulations and directives.

1.2. This document may be altered at any time there is a change of responsibility for any Post Officer so long as the following conditions are met:

- Changes are clear and unambiguous
- Each affected officer is aware of the changes in their responsibility
- The changes are reviewed and approved by the Executive Committee
- The changes to the Officers Manual is approved at a General Membership Meeting as set forth in the By Laws of Post 38

1.3. Currently Post 38 has the following regularly elected officers:

- Commander
- First Vice
- Second Vice
- Third Vice
- Adjutant/Secretary
- Finance Officer/Treasurer
- Public Relations Officer

- Judge Advocate

1.4. As currently constituted, the Executive Committee consists of:

- Commander
- First Vice
- Adjutant/Secretary
- Finance Officer/Treasurer
- Past Commander

2.0. Background Information

2.1. Important information, which tends to get lost over time in fraternal organizations like Post 38 where the entire Post Officer Staff can be replaced during elections, will be added over time to this document in the form of Appendices. Some of the information can be useful in avoiding problems caused by not knowing the reason behind the way some functions and procedures came into being.

2.2. An example of undocumented but important information: Elections are scheduled over a three (3) Month period, with nominations in April, elections in May, and installation of Officers in June. This provides members with time to decide whether or not to volunteer, to get to know those who have been nominated and adequate time to do both.

2.2.1. The time between elections and installation of the new officers is useful in that the outgoing officers can wrap up pending issues and work with their replacement to assist them in learning their duties. This allows the Post incoming and outgoing Officers adequate time to ensure that all required documents necessary to continue to operate the Post are filed, such as: recertification documents with National; liquor license; and video gambling license with the State, etc. There are a number of tasks that are

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related to turnover between Officers and are essential for the operation of the Post – some of which are contained in the appendices.

2.3. The Post did not keep good records over the years because of poor practices, there was no formal documentation such as the current regulations which guide the Post in its activities, a total turnover of the Officer Staff in some elections and other factors.

2.3.1. The Executive Committee, as it now exists, was formed in 2012 and one of the decisions of the Committee was to begin a formal program to document and codify the operation of the Post with a series of regulations which would guide the Post Officers in the performance of their duties such as the one you are reading now. It is based on the similar document from National but specific to the needs of Post 38.

2.3.2. The information provided in the Appendices was gleaned from the experience of the Post Officers, Past Commanders, the Trustees and members of the Post. One of the Post Trustees is an original charter member of the Post when it was formed in 1988.

3.0. Official Primary Duties of Post Officers

2.0. Commander

2.1. The Commander, as the senior 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 elected and appointed officers and committees. Together with the Adjutant and Finance Officer, the Commander is responsible for all monies received by the Post. He/she also has automatic access to the online data base. This officer may

view a roster 24/7 and update the contact/address information for any Post member.

2.1.1. For information concerning membership processing, address changes, transfers, membership cards or other matters, please refer to the AMVETS MEMBERSHIP MANUAL.

2.2. The Commander may add new members online and renew members online. The Commander will ensure that the Post meets regularly on the appointed dates unless otherwise dictated by the membership. It is the Commander's responsibility to disseminate, to the membership, all pertinent information that is sent from the department and National Headquarters. In addition to announcements at Post meetings, all information should be displayed on Post bulletin boards and published in the newsletter.

2.3. The Commander, or an appointed member, 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. The Public Relations Officer (PRO) may be called on to assist with press releases, position statements and speech preparation. The position of Commander is filled in regular elections as prescribed by the Post's constitution and bylaws.

3.0 First Vice Commander

3.1. The Post 1st Vice Commander serves as the Post Commander's Chief of Staff ensuring the administrative functions of the Post Officers are current and accurate. He/she is tasked with being prepared to assume the Commanders duties when the Commander is absent or unable to perform the duties assigned.

3.2. 1st Vice duties include:

3.2.1. Maintenance of one complete membership master file

3.2.1.1. This master file may be maintained on computer or arranged alphabetically on 3-by-5-inch index cards. Each member's file should provide all the information prescribed by National Headquarters and essential for the functioning of the post

3.2.2. Control of and Issuance of membership cards

3.2.2.1. The cards are an important investment and should be inventoried upon delivery and then locked up in a fireproof container.

3.2.3. Transfer of all funds collected for membership dues to the Finance Officer and coordinating for the transfer of funds and documentation to National
Headquarters

3.2.4. Notifying the department and National Headquarters promptly of a member's change of address, change of membership status, disciplinary action or death

4.0. Second Vice Commander

4.1. The 2nd Vice Commander is responsible for programs and their promotion. In the absence of the Commander and the 1st Vice Commander the 2nd Vice shall preside at meetings and represent the Commander. This officer's specific duties include:

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4.1.1. Maintenance of the Post flags and the flags at the northern end of Interstate Route 81

4.1.1.1. He/she shall keep an inventory of flags on hand to replace flags worn out in service and maintain liaison with the Boy Scout Troop # 16. Troop 16 maintains the flags on Route 81 and has a disposal ceremony for flags worn out in service for members and the public

4.1.2. Maintenance and issuance of Post key cards
4.1.3. Maintenance and issuance of the Post dock access keys and locks
4.1.4. Maintenance of the Post's social activities and feeds
4.1.5. Other duties as assigned

5.0. Third Vice Commander

5.1. The third Vice Commander is responsible for the facility maintenance. In the absence of the Commander and the 1st and 2nd Vice this officer shall preside at meetings and represent the Commander. Additional duties include:

5.1.1. Testing and reporting on the Post water supply as required by State and local regulation

5.1.2. Monitoring of the Post septic system.

6.0. Adjutant

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6.1. The Adjutant provides the administrative support for the Post and is charged with taking minutes and maintaining all records (in conjunction with the Finance Officer). He/she 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. Like the Commander, the Adjutant can access Post member information online. He/she has the same privileges as the Commander.

6.1.1. For information concerning membership processing, address changes, transfers, membership cards or other matters, please refer to the AMVETS MEMBERSHIP MANUAL.

6.2. Adjutant responsibilities include:

6.2.1. Maintain records of current and past officers in coordination with the 1st Vice Commander.

6.2.1.1. Forward a new list of officers to the department and National
Headquarters within 30 days of the election. Any changes made on the Post level must be documented and forwarded to the headquarters no later than July 15

6.2.2. Keep the membership informed of all Post functions and activities.

6.2.2.1. Ensure that all members are notified in advance of the time, place and date of Post meetings. Take particular care to ensure that all members are properly notified at least 30 days in advance of all elections of officers, changes in the Constitution and ByLaws (CBL), etc.

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6.2.3. Be present at all meetings (or have an assistant in attendance) to record all business transacted and report on the minutes of the previous Post meeting or Executive Committee meetings

6.2.4. Present all communications and correspondence at regular Post and executive committee meetings

6.2.5. Keep a complete record of the Post's property

6.2.5.1. This includes a description of the item, its estimated value, its location and any other pertinent information deemed necessary. Trustees of Post homes and clubs are sometimes held responsible for the safety and maintenance of Post properties. This, however, should not be interpreted as being in conflict with procedures already established by the Post for custody of the property

6.2.6. Apply to the IRS for an employer identification number (EIN), by completing the SS-4 Form and filing the IRS 990 Form as required

6.2.7. Draft and maintain administrative guidelines for Post correspondence and files

6.2.7.1. The administrative guidelines for the management of files and correspondence will be drafted/maintained by the Adjutant and approved by the Commander. All officers will follow the guidelines to ensure continuity of thought and process for the Post. Changes and/or updates will be presented and approved during monthly meetings.

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6.2.8. File all correspondence using an easily followed file plan for both digital and hard copy documents. Keep copies of all letters sent to the Department and National Headquarters

6.2.9. Maintain separate files for members, correspondence, D&R Forms as well as for Post publicity and fund-raising programs and any other topics relating to Post activities

7.0. Finance Officer

7.1. The Post Finance Officer is the treasurer. The Finance Officer may be given permission from the Post Commander (via email or telephone call to the National Membership Director) to obtain access to all the online capabilities.

7.2. The Finance Officer's duties include:

7.2.1 Receiving membership dues, banking, disbursement of monies and accounting for all Post funds.

7.2.1.1. With the exception of routine approved Post operations expenditures, the Finance Officer and one other Post officer (usually the Commander) sign and countersign all Post checks only after payment is authorized.

7.2.2. Ensure that all Post funds are secured and maintained in a bank account.

7.2.2.1. Before a new Post Finance Officer assumes his duties, his predecessor must have been given a "clean opinion" by the auditors, the audit committee, or the Finance Committee.

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7.2.2.2. 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 Post 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.

7.2.2.3. The Post must have a bank account, which requires two signatures on each check. When officers are changed, the newly authorized signatures must be given to the bank via appropriately completed signature cards. The officers who will sign the checks on the account must sign the signature cards. Many banks will give a veterans organization an account that will be free from service charges and other fees, and the Finance Officer should inquire about the bank's policy toward veterans groups. When opening a new account, the Finance Officer must take the adopted resolution, which instructs that a Post bank account is to be opened to the local bank along with the Post's federal I.D. number.

7.2.2.3.1. The resolution may read as follows: Be It Resolved: That the Finance Officer of AMVETS Post (number), Department of (state), be instructed to open a checking account in the name of the above Post at a local bank of his choice. Checks on the above account must have the signature of the Finance Officer and the signature of either the Commander or Adjutant of the above named Post.

7.2.2.4. All posts are required by the bylaws to have the Finance Officer bonded in a sum at least equal to the amount of

the liquid assets for which he/she may be accountable. The bond does not take the place of insurance in any way. It pays only for loss due to fraud or dishonest acts of the person bonded. Budget: Every Post, small or large, should have a balanced budget. A balanced budget means that income (or all cash received) and expenses (or all cash disbursed) are equal. This is the only way to handle the finances of the Post or Department. When it is time to prepare the annual budget for the Post, the Finance Committee meets to review all income and expenses during the past year and recommend a budget for the coming year. In developing a budget, consideration must be given to the long- and short-range goals of the Post. The Post Finance Committee should meet at least two months prior to the annual meeting to set up a budget.

7.2.2.4.1. Copies of the recommended budget should be distributed to the membership during the finance report at the annual meeting. It is every member's right to know where money is being spent. After the adoption of the budget by the membership, it is the Finance Officer's responsibility to insist that the Post limit its expenditures to the budgeted items within the anticipated income. This will provide stability and build a financial reserve for unanticipated expenses while maintaining a balanced budget.

The Internal Revenue Service: Under the provisions of a Bureau of Internal Revenue Ruling all AMVETS posts are entitled to exemption from federal income tax under Section 501(c)(19). For this reason, AMVETS maintains a group exemption that helps to expedite coverage. You must annually file information returns on the IRS 990 Form if required by current IRS regulations. This form may be obtained from the Internal Revenue Service and is required to be filed on or before the 15th day of the 5th month following

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the close of your accounting period. The “Post Revalidation Form” must be marked indicating whether or not your Post is required to file IRS Form 990.

Bonding: Bonding is mandated in the AMVETS Bylaws, Article VII, Section 1: All national, department and Post officials handling
AMVETS funds shall be properly bonded with a good and solvent bonding and surety company, acceptable to the United States Treasury, as surety to cover the average amount of AMVETS funds, handled by such individual in a single year. In case of delinquencies in the payment of accounts due the department or National Headquarters, action shall be taken at once by the proper officials to bring about an immediate and complete settlement. The National Executive Committee shall approve the bonds provided by national officials, and the department executive committee shall approve those provided by department and Post officials.

Changeover: Prior to the annual meeting, the Post’s books must be in good order so that an adequate financial report can be made and the books turned over to the newly elected Finance Officer. In the transition, the new Finance Officer should provide a written receipt to the retiring officer on the surrender of the Post books and monies.

7.2.3. Present a financial report at all regular meetings (to be included in the meeting minutes)

7.2.3.1. He/she should also report to the Post on all receipts collected and on all bills outstanding and paid. Major expenditures, and those not within the current budget, should first be reported to the executive committee and at a Post meeting

7.2.4. Prepare a complete financial statement and budget to report at the annual Post meeting.

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7.2.5. Coordinate duties relating to membership with the Adjutant and the 1st Vice Commander.

7.2.6. The Post Finance Officer should collect all monies due the Post and keep an account of receipts for each member. All members in arrears should be notified personally.

7.2.6.1. The Finance Officer receives and dispenses all money and should work with whoever is responsible for issuing membership cards. At least once each month, he/she shall transmit to the department (or in the case of a non-department state, to the National Headquarters) any monies collected from annual dues during the preceding month. Transmittal or remittance forms provided by the AMVETS National Headquarters shall accompany such payment.

7.2.6.2. Although the actual issuance of the membership cards may be done by or in conjunction with the membership contact, the Finance Officer should handle the funds and account for the cards.

7.2.6.2.1. The cards are an important investment and should be inventoried upon delivery and then locked up in a fireproof container.

7.3. AMVETS Accounting System for Posts and Departments: Because an elected Finance Officer may have little or no bookkeeping/accounting experience, an easy and efficient accounting system must be adopted. For this reason, the “double entry bookkeeping” system will be used. Guidelines on this method and its use will be maintained in Post files for the Financial Officer.

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8.0. Judge Advocate

8.1. The Post Judge Advocate, in addition to providing representation to members and reviewing Post regulations, is responsible for drafting the Post's Constitution and Bylaws (CBL) for presentation to and adoption by the general Post membership. The original Post CBL, together with any changes, additions or corrections must be sent to the department Judge Advocate for review, approval and forwarding to the National Headquarters. The National Membership Department maintains a permanent file of important documents on each Post. A Post may adopt its own CBL, provided the provisions are not in conflict with the department or National Constitution and Bylaws. A sample Post CBL is provided as an addendum to the National Officer's Manual (last item in this section).

9.0. Historian

9.1. The historian shall compile and maintain complete historical records of Post activities and will submit a full historical report annually, or as requested.

10.0. Provost Marshal

10.1. The Provost Marshal is responsible for keeping order at Post meetings, for the care of Post colors and for carrying out other duties as assigned.

11.0. Service Officer

11.1. General duties of an AMVETS Post service officer include the following:

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11.1.1. Sharing information about veteran's benefits at Post meetings and other AMVETS functions.

11.1.2. Referring veterans to an AMVETS national service officer, AMVETS state service officer, county veterans service officer or an accredited representative for assistance in filing for veterans benefits

11.1.3. Becoming familiar with the application forms necessary to assist in the preparation and the proper filing of claims for benefits.

11.1.4. Being familiar with requirements for veterans in need of medical attention to obtain VA hospitalization and medical care, both under emergency and normal conditions.

11.2. To successfully assist in the development and presentation of any claim, the Post service officer must safeguard all confidential information.

11.2.1. Under authority of Public Law 844, Section 200, the Department of Veterans Affairs has recognized and granted authority to AMVETS to present claims and assist veterans in the prosecution of their claims against the department. This law states that .no fee or compensation whatsoever shall be charged veterans or dependents for services rendered in connection with any claims in which AMVETS (or other recognized organizations) holds power of attorney. Under Public Law 346, Sections 301 and 302, the 78th Congress similarly accorded recognition to AMVETS in acting as counsel in the presentation of petitions for review of discharges and for other matters before the Army and Navy departments. Only those persons recognized by the secretary of veterans affairs as AMVETS accredited representatives or national service officers may present claims and act on behalf of the veteran. Before VA, however, will recognize AMVETS to represent any veteran's claim, it is necessary for the claimant to execute a power of attorney in favor of AMVETS by completing the Appointment of a Service Organization as Claimant

Representative Form (VA Form 22-23). Only one organization will be recognized as the claimant's representative at any one time. Once the claimant has completed the form in favor of a veteran's organization, he/she cancels all claims with previously appointed representatives.

12.0. Public Relations Officer

12.1. The community will not know of the special and outstanding activities sponsored by AMVETS without being told; therefore, it is the job of the Public Relations Officer (PRO) to spread the word. There are many avenues of publicity available; those found most useful are outlined in the AMVETS PUBLIC RELATIONS MANUAL. The PRO should take advantage of opportunities to enhance the prestige of the Post.

13.0 Chaplain

13.1. The chaplain is a member of the Commander's staff and acts as advisor and consultant to the Commander in all matters relating to religion, morals, and morale as affected by religion.

13.2. The chaplain assists the Commander and his staff with integrating the principles of good moral conduct and citizenship in the Post. He/she represents religion which teaches fortitude, reverence and justice, as well as kindness, sympathy and humility.

14.0. Quartermaster

14.1. The quartermaster on the Post level acts as a liaison between the members and National's resource for quartermaster items.

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14.2. AMVETS' national quartermaster functions are located with the Department of Ohio. The address and phone number for the AMVETS National Quartermaster are:
AMVETS Quartermaster 1395 E. Dublin Granville Rd., Suite 222 Columbus, OH 43229 Toll free phone: 1-800-454-3254 Fax: 614-431-6990 Email: ohamvets@aol.com Posts and individuals may obtain a catalog by sending $5.00 to the address listed above. Requests for catalogs must be made by mail only, not by phone. The national quartermaster's hours of operation are Monday through Friday, 9:00 a.m. to 4:00 p.m., Eastern Standard Time. All quartermaster needs will be handled by the national quartermaster with the exception of gold cards (Membership Department, National Headquarters) and reference manuals (Administrative Department, National Headquarters). The national quartermaster is not a lending agency; therefore, all purchases from departments, posts and individuals must be made by credit card (Visa and MasterCard only), check or money order. No items will be shipped until the quartermaster receives payment. Remember, all applicable taxes, shipping and handling charges apply.

15.0. Women Veterans' Representatives

15.1. AMVETS departments should appoint a women veterans' representative who will report on the department level all subjects pertaining to women veterans.

15.2. Duties of the women veterans' representatives are as follows:

15.2.1 Try to make all women veterans aware of their "rights" as veterans.

15.2.2. Tour state VA hospitals, whenever feasible, to observe the individual VAMC facilities for women veterans. Contact local VA women veterans' coordinators.

15.2.3 Report to the respective department at every SEC meeting and state convention as to information, progress, etc.

16.0 Committees

16.1 From time to time, the Commander may appoint Officers and members of the Post to committees to assist in the conduct of Post business. Some of these committees are standing committees, such as Executive Committee, Finance, Membership, Documentation and others. Some of these committees are by position only, such as the Executive Committee, where others are by appointment such as Finance, Membership and Documentation and the Chairperson is by position such as the Finance Committee where the chair is the Post Finance Officer, the chair of the Membership Committee is the First Vice, the chair of the Documentation Committee is the Adjutant, and so on. In some cases the members of the committee elect one of their members as the chair such as the Nominations Committee which meets annually prior to elections to validate the nominees for Officer Positions.

16.2 This is an important committee as they have the requirement to ensure that if a nominee is elected, that nominee will be bondable. The Post is required to have bonding insurance on the Officers by National. If an Officer causes a loss to the Post, the bonding company must replace the funds lost, in that case if the Post acquires insurance on someone who is not bondable and the investigation by the bonding company reveals that, they may not have to make good on the loss. In addition to this issue, the Post decided in 2016 to add a requirement to the nominee that he/she fulfilled the obligation to the Post by completing the term of office for the position to which elected. Anyone resigned a position as Officer of the Post in the past two (2) years is not eligible for nomination or election.

16.3 The Nominations Committee is to use the form provided in Appendix (1).

16.4 The chairperson of each committee is required to present a report to the members via the Executive Committee of the results of the committee.

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AMVETS Post 38, Falling Waters, West Virginia 25419

APPENDIX I – Nominations Committee Checklist

All candidates for office at AMVETS Post 38 must meet the requirements of State and Local Regulation governing Gambling and Liquor License requirements and the requirements for Bonding and others as determined by Post Membership.
Each candidate will be required to fill out the following questionnaire and certify the accuracy of any statements by their signature and date affixed below.

1. Are you now under investigation for any crime or activity which involves moral turpitude? ___Yes ___No
2. Have you ever been convicted of any offense which was considered a felony?
   ___ Yes ___ No
3. Have you declared bankruptcy within the last 7 years?
   ___Yes ___ No
4. Have you been convicted of any offense which involved mismanagement of funds?
   ___ Yes ___ No
5. Have you ever been elected as an Officer of AMVETS Post 38 where you did not serve the full Term of Office within the past two (2) years?
   ___ Yes ___ No

I understand that should I be elected as an Officer of AMVETS Post 38 I will be subject to the requirements of insurance bonding, the liquor license and the gambling license requirements of the State of West Virginia and the County of Berkeley, West Virginia. I certify that this statement is true to the best of my knowledge and I understand that should any statement be found to be untrue that I will be summarily stripped of my position and will be subject to disciplinary action by the Post.

_____ _____
Signature Date

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APPENDIX II – Useful Historical Information

1. Insurance Background

The Post is required to maintain commercial insurance by the AMVETS National Charter, the WVABCA regulations for liquor liability, the Lottery Commission, the local community who has access to the boat ramp through title to the property requirements, and others. There are three (3) types of insurance the Post has to carry:

- Liability Insurance
- Liquor Liability
- Bonding of employees and Officers

There is a requirement to report to the AMVETS National organization that we have renewed our insurance annually. Currently this requirement is handled by our insurance agent, The Fargo Group who does the reporting to National. Should a different agent be utilized for the insurance, the Post is required to report this to National during the Month of April, each year.

The title to our property, which is part of the Boarman Addition requires us to provide access to the river via our boat ramp to the 18 properties (The actual number of keys which must be provided – at cost – is less than 18 as some owners have multiple lots) which surround us. Since we have lockable access for our Members, we must provide a key to each of the property owners who request it, at cost. It also means that our liability insurance has to cover those individuals and their families when they use the boat ramp.

2. Post Elections Background

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Elections are scheduled over a three month period, with nominations in April, elections in May, and installation of Officers in June. This provides members with time to decide whether or not to volunteer, to get to know those who have been nominated and adequate time to do both.

The time between elections and installation of the new officers is useful in that the outgoing officers can wrap up pending issues and work with their replacement to assist them in learning their duties. This allows the Post incoming and outgoing Officers adequate time to ensure that all required documents necessary to continue to operate the Post are filed, such as: recertification documents with National; Post business license with the WV Dept of State; liquor license; video gambling license with the State; bingo license; and etc.

Of particular importance in the preparation of applications for the various licenses the Post must submit, is the need for consistency in the applications and the information which must be filed with the WV Secretary of State. Regardless of the actual position which any individual holds, the information filed at the Secretary of State *must agree* with the information on the application, otherwise the application will be rejected until the inconsistency is resolved. In the case of the liquor license, if the application is rejected and the license is not received on time, *the Post will not be able to serve alcoholic beverages until the license is received and posted*. In the case of the video lottery license, the State Lottery Commission *will remotely turn off the game machines* until the issue is resolved and the license is issued.

The timing between elections and installation of the new Officers is critical should the elections replace the existing Officers with new individuals who may not have enough experience with the Post to understand and know all the minutiae involved in running the Post, which is in reality, a business

enterprise with all the attendant regulations and requirements from Federal, State and Local laws and regulations. **The month between election and installation will allow the incoming Officers to work with their outgoing counterparts and gain understanding of the tasks in their positions**.

The month wait between elections and installation can be dispensed with should there not be a substantial change in the Post Officers. The Post Commander and the Senior Trustee should be consulted with to determine whether or not to dispense with the month wait. Keep in mind that the Post Officers and Trustees serve as volunteers who have taken an Oath of Office when installed. Installing the new Officers and Trustees releases the outgoing individual from that Oath but not from any responsibility for actions taken during execution of the office.

Special Elections - There may be occasions where a Post Officer leaves his/her position (Resignation, removal, death, etc.) and the position, in the opinion of the Commander (or Acting Commander) needs to be filled in the best interests, of the Post. In that case the Commander may call for a special election at the next regular meeting of the Post provided a notice to all members is made. A notice to members should be made, as soon as possible, by posting in the Canteen, on the Facebook page and in the newsletter, if possible.

3. Executive Committee Background

The Executive Committee, as it now exists, was formed in 2012 and one of the decisions of the Committee was to begin a formal program to document and codify the operation of the Post with a series of regulations which would guide the Post Officers in the performance of their duties **such as the one you are reading now**. It is based on the similar document from National but specific to the needs of Post 38.

When originally formed, the Executive Committee consisted of four (4) Post Officers:

- Commander
- First Vice
- Adjutant/Secretary
- Finance Officer/Treasurer

In 2014 the Post looked to the future and made the decision to ensure that the Post would not lose the experience of all its Officers should elections result in the total turnover of Officers. Drawing on the experience of the then 1stVice (Ron Gardner) and Adjutant (Ken Bercaw), a new position was added to the Executive Committee of Past Commander. Now the composition of the Executive Committee is:

- Commander
- First Vice
- Adjutant/Secretary
- Finance Officer/Treasurer
- Past Commander

Since the Executive Committee are the lawmakers, the judicial and the final arbiters of the Post, adding the experience of the Past Commander to this Committee would benefit the Post in its dealings and decisions. There was discussion about adding all Past Commanders in an advisory role, but no final decision was made – perhaps something for the future.

The members of the Executive Committee are also ex-officio members of the Board of Trustees.

4. Post Trustees Background

In 2014 the Executive Committee, in looking to the future, along with adding the Past Commander to the Committee, recognized that a stable

and long term (more than a year) group of members need to have control of the Post property and finances along with control of Post employees. The most important reason is that any Post which has a Canteen, must also have at least three (3) Trustees according the National CBL.

In 2015 the details of the establishment of the Trustees were worked out and in 2016 the first of the Trustees was appointed, followed closely with the second and the third. Initially the Trustees were appointed by the Executive Committee with terms of three (3) years for the first Trustee appointed, two (2) years for the second Trustee appointed, and one (1) year for the third Trustee appointed. With the exception of the initial appointment of Trustees, each newly elected or re-elected Trustee will serve for a period of three (3) years unless the Trustee is elected to replace a Trustee who did not complete his or her full term of office, in which case this Trustee will serve out the incomplete term of the Trustee he or she is replacing. During elections, the appointed Trustee may be confirmed by the members and will continue to serve out the uncompleted term of the Trustee he or she replaced by appointment,

There may be occasions when a Trustee may not or can not complete his or her term of office – in this case, the Commander may appoint a replacement who will serve until the next regular Post elections. Should there be more than one candidate for the Trustee position, a special election will be held at the next regular monthly meeting of members to fill this Trustee position. Since he or she is elected and not appointed, this Trustee will complete the term of office of the Trustee he or she replaced.

During the first meeting following annual elections, or following the replacement of the Senior Trustee through appointment or election, the Trustees will select one of their number to serve as the Senior Trustee who will communicate with the Post Commander and Finance Officer on fiscal and administrative matters and who will be responsible for reporting on the Trustees activities to the Members of the Post.

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The Trustee position is one of great trust and responsibility. Nominating and electing an individual as a Trustee should be a serious consideration. A nominee for the position of Trustee must fill out the form contained in Appendix II to the Post CBL. He or she will be checked to ensure that the insurance policy for bonding Post Officers will be valid. A Trustee will have access to the Post financial data and funds. This responsibility should not be given lightly.

An additional consideration must be given to election of a Trustee, since once in place the Trustee, along with the Post Commander, can only be removed by the Post Membership through disciplinary action or action recommended by the Executive Committee.

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APPENDIX III – Useful Officer Turnover Information

1. Security Turnover Files Information

The Post has invested significantly in equipment to provide physical and operational security for the property and records maintained by the Officers and Trustees. Some of this equipment is required to protect the property of the Post and its members while at the Post. Some of this equipment is required to meet the requirements of law and regulations. At some future point the Officers, the Executive Committee and the Trustees should consider creating a Security Manual to formalize this information.

To protect the Post property, security locks with special keys which are not duplicable without authority are used on the outside doors. The Post uses the services of MAXLOCK for these keys and the combinations of the safes. Security services (Alarms, police response, fire security and security services) are provided by Glessner Alarm & Security Systems. Further security is provided by video monitoring for the Post building, the pavilions and the game room.

The office is protected by a cipher lock on the door and the computer system by password since the Post maintains information on members that contains PII (Personally Identifiable Information) that is protected by Federal Law. In addition to the locked room, PII is further secured by keeping these files in a locked cabinet.

Starting in 2014, a sealed envelope is stored in the master safe which contains all of the information necessary to operate the security systems of the Post. This information is assembled by the Commander and the Trustees and updated as changes occur. The purpose of this information is that should there be an emergency which may occur requiring it, it will be available to address the problem.

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2. Physical Security Turnover Files

A key element of the physical turnover files is the maintenance of an envelope in the master safe that contains the following information:

- Security keypad code (on entrance to the Post)
- Security emergency code word (used in event of erroneous alarm)
- List of personnel to be contacted by the security company upon an alarm notification (This list MUST be personnel who have a key to the building, the entry alarm code, the Security emergency code word, the combination to the office cipher lock, the password to the Post computer system and the combination to the master safe – in the event that the police need to see the security video files)
- Combination to the master safe (to be changed upon election of a new member of the Post Executive Committee or a new member of the Post Trustees)
- Combination to the auxiliary safe (to be changed upon election of a new member of the Post Executive Committee or a new member of the Post Trustees)
- Name and phone number of the holders of the master keys to the auxiliary safe
- User name and password to the Post security camera system
- User name and password to the game room security camera system (This system is required by the State and access is to be made available to the representative upon request)
- User name and password to the pavilion security camera system
- Combination to the office cipher lock
- Password to the Post computer system
- Details of the auto backup system for the Post computer system
- User name and password to the Post web site host

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- User names and password to the Post email system
- Names of holders of Post debit cards and account for card
- Names of authorized signers for Post bank accounts
- Names of holders of keys to locked file cabinet for PII information

3. Individual Officer Turnover Information

During and immediately following elections is a turbulent period and it is incumbent upon all Officers, both incoming and outgoing, to ensure that all necessary actions are taken to provide for the smooth and efficient operation of the Post. The following information is provided as a guide so that important tasks are not left undone and later become a problem. NOTE: This list is only a guide and MAY NOT be complete.

Commander – This Officer, along with the Finance Officer and Senior Trustee has one of the most difficult and responsible positions in the Post. The Commander should, following election or re-election, verify that the following actions take place:

- Prepare the Post Revalidation Form and submit to National (Use care in completing this form – no official mail should go anywhere but to the PO Box or the Post address)
- Update the Security Checklist in the master safe
- Call the security company and update the call list
- Contact MAXLOCK and have the combinations to the safes changed
- Contact MAXLOCK and have the building locks rekeyed
- If any outgoing Officers have any of the UserIDs and passwords for the building or security system, change all of them.
- Recover all keys from outgoing Officers
- Provide keys and essential credentials to incoming Officers as necessary to perform their official functions
- Recover and cancel Post credit cards from outgoing Officers

- Change the code for the cipher lock to the office
- Provide all incoming Officers with copies of all Post directives, procedures and policies so that they can become familiar with their duties and responsibilities and the contents of the Post directives, procedures and policies so that they can effectively follow them and enforce them
- Arrange for training, as necessary, for all incoming Officers and volunteers to handle forms completion, email reading and computer skills refreshing. Make arrangements for Officers who do not have email or electronic communication capability to get copies of Post communication. This is important especially prior to Post meetings where updated or new Post directives, procedures and policies are part of the agenda so that they can become familiar with their contents prior to voting for or against them or suggesting changes
-

First Vice Commander – This Officer, along with the Commander and Finance Officer also has one of the most important jobs in the Post. He or she serves as the Chief of Staff to the Commander and must be prepared to fill in if the Commander is absent. One of his/her most important duties is to manage the membership program. The First Vice Commander should, following election but prior to installation, if he or she is new to the position, work with the outgoing First Vice Commander to ensure:

- That the membership files are up to date
- That the Post Revalidation form has his/her correct contact information so that when National updates the credentials to access the member information in the database he/she will have access (All materials which will be mailed, will be sent to the Post address, and NOT directly to him/her)
- That the Finance Officer has arranged for a Post debit card which will access the Membership Account.
- That the outgoing First Vice Commander turns over all materials so that upon installation he/she will be able to conduct member operations (The

materials should include deposit slips so that checks and cash can be deposited to the Membership account
- As Chief of Staff, the First Vice Commander should have contact information for all Post Officers
- That he/she has received all keys necessary to access the Post to include the locked drawer which contains the DD 214 information as it contains PII which must be protected.
- That he/she is on the contact list for the security company in the event of an alarm occurrence at the Post facility.
- That he/she has access to the safes in the event of the Commander's absence
- That he/she has received the inventory of all Post equipment and the current inventory of Post supplies from the Post Manager
- Since this is a position that will require assistance, either from the outgoing Officer, or from The National Membership Director, currently

Finance Officer/Treasurer – This Officer, along with the Commander and the First Vice Commander also has one of the most important jobs in the Post. One of his most important duties is to manage the Post finances to ensure that the Post remains solvent and viable. The Finance Officer should, following election but prior to installation, if he/she is new to the position, work with the outgoing Finance Officer to ensure:

- That before a new Post Finance Officer assumes his duties, his predecessor must have been given a "clean opinion" by the auditors, the audit committee, the Finance Committee or the Trustees
- That he/she is provided a copy of the last years budget and any work on the upcoming budget that is available
- That he/she is provided information and the current balance of all Post accounts
- That he/she is introduced to the individual at the bank who will be handling the Posts accounts and provided with the appropriate documents to establish authorized signatures for the Posts accounts

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- That he/she is provided the credentials to access the Post accounts online
- That he/she is introduced to the accountant at the accounting firm which handles the Post finances. This is necessary so that a good working relationship can be established as they will be generating the data necessary for the financial report to be provided to the members at the monthly meeting
- That he/she is introduced to the Trustees and they establish a good working relationship as they, along with the accountant will be a part of the team which will handle the Post finances, maintaining the inventory of Post property and budget formulation

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Physical Security List (to be maintained in master safe and auxiliary safe)

DATE:_____

Security keypad code

Security emergency code word

List of personnel to be contacted by the security company upon an alarm notification

_____
_____
_____
_____
_____
_____

Combination to the master safe

Combination to the auxiliary safe

Name and phone number of the holders of the master keys to the auxiliary safe

_____
_____

User name and password to the Post security camera system

User name and password to the game room security camera system

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User name and password to the pavilion security camera system

Combination to the office cipher lock

Password to the Post computer system

Details of the auto backup system for the Post computer system

User name and password to the Post web site host

User names and password to the Post email system

Names of holders of Post debit cards and account for card

Names of authorized signers for Post bank accounts

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Names of holders of keys to locked file cabinet for PII information

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