

Duties of Officers at Post 304

POST COMMANDER

It may be the duty of the Post Commander to preside at all meetings of the Post and have general supervision over the business affairs of the Post, and as such be the Chief Executive Officer; may as directed or as necessary, direct the disbursement of funds; may annually, prior to the conclusion of the American Legion year, make a report to the general membership via the Executive Committee, covering the “State of the Legion” business of the past year. Such person may make recommendations for the ensuing year, with a copy to be delivered to the Department Adjutant, and may perform other duties as directed by the Executive Committee. Such person is authorized to co-sign checks and may designate other Officers to do the same; such person is an Ex-Officio member of all Committees.

SENIOR VICE COMMANDER

May assume and discharge the duties of the Post Commander in the absence of that Officer, or when called upon by the Post Commander; may be the Membership Chair responsible for membership, including new memberships, renewal of existing memberships and retention of existing members, and its related administrative functions; may carry out additional duties as directed by the Post Commander and the Executive Committee.

VICE COMMANDER – Finance Officer

May have charge of all finances of the Post and to ensure their safe deposit in a local bank; will report monthly to both the Executive Committee and the General Membership the condition of all Post finances; may annually, prior to conclusion of the Legion year, make a report to the General Membership, via the Executive Committee; provide a balance sheet in reasonable detail showing the financial condition of the Post, along with an itemized report showing profit and losses; may cosign checks to carry out the Post business; Such person may maintain appropriate records, including insurance, medical, surety, workers compensation, employee personnel records, bonds, etc., and may perform other duties as directed by the Post Commander or the Executive Committee.

VICE COMMANDER – Social Quarters

May be responsible for security and the smooth operation of the Social Quarters, Kitchen and

Game Room, and ensure proper maintenance of related equipment and building structures; oversee, train as required, and supervise janitorial contractors, bookkeepers, bartenders, cooks, and entertainers, and make recommendations to the Executive Committee for approval in the hiring, firing, or suspension of any and all employees/volunteers; as required or when directed, assist, coordinate and arrange Social Quarters and/or Legion functions; be responsible for procurement, inventory, and distribution of all foods, alcoholic beverages and related supplies; may maintain accurate reports and files. Will ensure all patrons are aware that no outside alcohol or food (except food as required by a physician or dietitian) may be brought into the Social Quarters and that there is no under-age drinking allowed on the property, to include the parking lots. For a first offense, failure of a patron to adhere to these rules may result in a suspension of up to thirty (30) days from entering the Post. A second offense may result in permanent expulsion from future entrance to the Post.

VICE COMMANDER – Assembly Quarters

Shall be responsible for Security measures involving briefing all renter application prospects on the process and procedures at the Post, such as the strict, permanent display flags and the POW/MIA table displays and stations; location of chairs and tables, and responsibilities relating to restoring the Assembly and Social Quarters back to order after the function is completed. That includes restacking of chairs and putting away tables, especially if standardly assembled chairs and furniture are moved. Will provide a facilities tour to the renter including restroom facilities, location of the ice machine and trash cans in the rear of the building. Will discuss and complete the written agreement with the renter providing all contact information and discuss appropriate pricing. Generally, payment should be obtained at least 30 days prior to the event. Will also determine if food will be ordered from the Post kitchen or catered from non-Post source(s). Will ensure all patrons are aware that no outside alcohol or food (except food as required by a physician or dietitian) may be brought into the Assembly Quarters and that there is no under-age drinking allowed on the property, to include the parking lots. For a first offense, failure of a patron to adhere to these rules may result in a suspension of up to thirty (30) days from entering the Post. A second offense may result in permanent expulsion from future entrance to the Post. Once the agreement is completed and payment received, ensure the renter takes a photo of the signed agreement and provide them with a receipt from the cash register by the bartender. Will attach a copy of the receipt to the application and place in the office on the

desk of the Vice Commander, Finance; and maintain an updated list of dates and times of the scheduled events, sharing a copy with the Vice Commander of Programs and Events. Will provide a copy of the rental schedule for the bartender and the Post Commander, as well as post copy in the Kitchen near the calendar. Will provide a copy for the Bar Manager and Vice Commander, Social Quarters, and be prepared to present a report at each Post monthly General Meeting and Executive Board Meeting.

Note: Shall coordinate with the Vice Commander, Social Quarters and the Bar Manager if an additional bartender and/or cook is needed in support of an event, usually if more than 40 guests are attending an event; should suggest an extra bartender be scheduled for the event and discuss the pricing (usually \$100.00 or more).

VICE COMMANDER – Exterior & Facility Manager

Shall be responsible for exterior and interior of Post Home building and surrounding property, including but not limited to, landscaping, beautification, out-buildings, grounds, upkeep of grounds, parking spaces, fund-raising events and special events as approved by the Executive Committee, etc.; shall be responsible for outside security and lighting; ensure compliance of yard and lawn contractors, cause the policing of Legion grounds and parking areas. A facilities manager is responsible for overseeing the maintenance, operation, and management of the post-physical buildings and infrastructure. This role typically includes tasks such as: Maintenance Management: Ensuring that building systems (e.g., HVAC, electrical, plumbing) are functioning properly and coordinating repairs as needed. Safety and Compliance: Ensuring that the facility adheres to health, safety, and environmental regulations. This includes managing fire safety systems, conducting regular inspections, and implementing emergency procedures. Vendor Management: Overseeing contracts and relationships with external service providers, security companies, and maintenance contractors. Budget Management: Preparing and managing the budget for facility operations, including tracking expenses and finding cost-saving opportunities. Sustainability Initiatives: Implementing and managing programs to reduce the environmental impact of the facility, such as energy-saving measures and waste reduction programs. Emergency Response: Developing and executing plans for handling emergencies, such as natural disasters, power outages, or other crises affecting the facility.

VICE COMMANDER – Programs

May be responsible for all American Legion Programs initiated by the Executive Committee and serve as an ex-officio member of all Committees related to Legion Programs or authorized by the Executive Committee. Such person will be responsible for aiding and encouraging Committee Chairpersons in providing advice to and, if appropriate, active participation in all Committee functions. Such person will assure that all Committees provide an appropriate report of their activities at each monthly membership meeting.