



DUTIES, RESPONSIBILITIES AND LIMITATIONS OF DEPARTMENT VICE-COMMANDERS DEPARTMENT EXECUTIVE COMMITTEEMEN DISTRICT COMMANDERS AND POST COMMANDERS

1. Department Vice-Commanders

- A. Responsibility to the Department and more specifically in his assigned area; to keep in touch with the district and post commanders and assist them in the area of membership including all programs that they endeavor to achieve. The Dept. Vice-Commanders have no authority to suspend or remove any officer or member. He must try to litigate any problems and advise the Department Commander or Department Adjutant of any such problems. The Dept. Vice-Commander should be fully cognizant of all constitutional by-laws, provision and be able to advise the post and district officers.

2. Department Executive Committeeman

- A. Responsible for insuring that the post and post officers are operating according to all post, department and national constitution and by-laws. He is to report to the Department Commander and the Executive Committee at every meeting on the status of all posts within his district. Even though the Department Executive committeeman is elected by district, he is a Department Executive committeeman elected for a two year term to ensure continuity in the Department Executive Committee.

3. District Commander

- A. He is the presiding officer at all District Conferences and Conventions of the district he is elected from. He is responsible to assist the post commanders in his district in membership recruitment and retention. He is also to ensure that the posts are involved in all the mandated programs and assistance in the fulfillment of those programs. The District Commander is also mandated to do an annual inspection of all the posts within his district and submit the inspection report into the Department by April of each year on a form supplied by the Department Adjutant, including but not limited to the following data: post meetings, minutes, financial record, and program involvement. The District Commanders report is made available to the Vice-Commander for the annual convention report. The District Commander and the Department Executive Committeeman are not in conflict in the district as far as who is the senior officer in the district; these are two separate offices with different responsibilities.

4. **Post Commander**

- A. The Post Commander is the presiding officer in his post at all post meetings. He is an Ex-Officio member of all post committees in his post. He is responsible to ensure that all post, department and national constitution provisions and by-laws are adhered to. He may temporarily suspend a member for infractions of post, department or national rules. He may not remove an officer or suspend an officer. They may be suspended by the Department Commander upon the filing of charges in writing and under oath.
- B. A legally constituted meeting of the post, be it a regular or special meeting, is the governing body of the post and any and all actions taken by the Commander and or the Post Executive Committee must be approved by the general membership.
- C. The Commander must acknowledge and accept and act on motions presented by any member at a meeting. He can arbitrarily reject or refuse to hear any motion. Any question on the germaneness of a motion must be ruled on by the post Judge Advocate. All meetings must be conducted under the provisions of the constitutions and “Roberts Rules of Order “. He must ensure that accurate minutes are recorded on every meeting, as the minutes are his only proof of any action that he has taken on behalf of the post.

The Department Commander and the Department Adjutant are the only ones in the Department authorized to temporarily suspend an officer or a post charter, however, the suspension may only be for thirty days and an Executive Committee meeting must be called for any further action.

The Post, Department and National Constitution and by-laws substantiate everything on these pages and all officers should be familiar with them.

