

DUTIES OF OFFICERS, MEN'S AUXILIARY

PRESIDENT:

1. Preside and maintain order at all meetings and enforce strict observance of the By-Laws of the Auxiliary and all orders from proper authority.
2. Shall appoint all officers and committees not otherwise provided for.
3. Insure the office of the Treasurer is bonded as surety in a sum equal to the amount of funds and value of property for which, so far as can be anticipated, the treasurer may be accountable.
4. Within thirty (30) days after assuming the duties of his office, submit to the Commander of the sponsoring VFW Post an itemized report of the financial and membership status of his unit. Send a copy of this report to Department of Florida State Quartermaster.
5. Shall countersign all checks drawn by the Treasurer for disbursement of money by motion made and passed at a meeting.
6. Shall see that all reports are correctly made out and promptly forwarded and that all business of the Auxiliary is transacted in a proper and efficient manner.
7. Assist the Post Commander in carrying out the mission of the Sponsoring Post and the Veterans of Foreign Wars of the United States.

SENIOR/JUNIOR VICE PRESIDENTS

1. Shall, when called upon assist the President by council or otherwise, and in his absence or disability they should discharge the duties of his office according to seniority. If neither of them is present to take the President's office, the Secretary will call the meeting to order and the members shall elect a President pro-tem.
2. When the President is unable to function for a period of time due to illness, or extended vacation a letter shall be sent to the sponsoring VFW Post Commander requesting permission of the Senior Vice President to sign checks in his absence.

TREASURER:

1. Shall be the treasurer of all Auxiliary committees handling funds.
2. Shall hold all funds and securities belonging to the Auxiliary.
3. Shall maintain the general fund of the auxiliary and any additional funds which are required by the Auxiliary By-Laws or a by an order from the membership by a motion passed at a meeting.
4. Shall be responsible to insure the per-capita tax if required by the sponsoring VFW Post is paid.
5. Shall maintain the original membership application card of every member admitted to membership in the Auxiliary.
6. Shall make a financial report at all meetings
7. Shall have his financial records reviewed a minimum of four times a year by the Auxiliary Trustees.

8. Shall insure that yearly the sponsoring VFW Post Commander receives a financial and membership status report. Copy of such report will be forwarded to the Department of Florida, Quartermaster.
9. Shall disburse funds only after a motion passed and approved by the membership at an auxiliary meeting.
10. Shall maintain a dues reserve fund equal to one-half (1/2) of dues collected which can not be used until June 1, of each year.
11. He shall, at the end of his term of office, or sooner if so ordered by proper authority, transfer to his successor without delay, all papers, books, money, and other property of the Auxiliary in his possession.

SECRETARY:

The Secretary shall keep in books or files:

1. The current By-laws of the Men's Auxiliary of the sponsoring VFW Post.
2. A record of all proceeding of each meeting of the Auxiliary, entering same in a Record Book.
3. The manner in which the minutes of the Auxiliary meetings are entered shall be at the discretion of the Auxiliary by a vote of the membership. The treasurer's report and the trustees report must be incorporated in the minutes.
4. A letter file in which shall be kept all correspondence of the Auxiliary. General correspondence will be kept two years any correspondence from the Sponsoring VFW Post or Department Headquarters which is directive in nature will be permanently kept unless notified the directive has expired.
5. Read at the Auxiliary Meeting all correspondence received since the last meeting.
6. He shall notify orally or in writing all newly elected members and shall under the direction of the President, prepare all reports required of him.
7. He shall transfer to his successor, without delay, all papers, books and other property of the Auxiliary in his possession.

CHAPLAIN:

The Auxiliary Chaplain shall be the chairman of the Visiting Committee of the Auxiliary. He shall, with the assistance of other members as may be appointed by the President, visit the sick and disabled members of the Auxiliary. He should be present at all meetings to open the meeting with a prayer and end the meeting with a prayer. He may also be available to assist the Sponsoring VFW Post to visit sick and disabled Post members.

TRUSTEES:

It shall be the duty of the Trustees, no later than fifteen (15) days following the expiration of each quarterly period, to properly audit the books and records of the Auxiliary Treasurer and Secretary, and to read and submit a detailed report in writing of such audits to their Auxiliaries to be incorporated in the minutes and a copy to the sponsoring Post. A motion to accept the audit is required.

Any negligence on the part of the Trustees in carrying out the mandates of this section shall make them individually and collectively responsible, with any others, for any discrepancy.

All audits should be done with all elected Trustees present.