

report covering the business of the Post for the year, and recommendations for the ensuing year, which shall be read at the annual meeting and a copy thereof immediately forwarded to the Department Adjutant. He shall perform such other duties as directed by the Post.

Section 2. The Vice-Commanders, in order of their seniority, shall assume and discharge the duties of the office of Commander in the absence or disability of, or when called upon by the Post Commander.

Section 3. In the event of a vacancy in the office of Commander, the Vice-Commanders, in order of their seniority, shall complete the Commander's term of office. If however, more than six months of the Commander's term of office remains, there shall be a special election to fill the vacancy.

Section 4. The Senior Vice-Commander shall be responsible for membership activities and the Junior Vice-Commander shall be responsible for patriotic observances, Post activities and entertainment.

Section 5. The Post Adjutant shall have charge of and a keep full and correct record of all proceedings of all meetings, keep such records as the Department and National organizations may require, render reports of membership annually or when call upon at a meeting, and under direction of the Commander handle all correspondence of the Post.

Section 6. The Post Finance Officer shall have charge of all finances and see that they are safely deposited in some local bank or banks, and shall report to and at the request of the Post Executive Committee and at the regular monthly business meeting of the Post, the condition of the finances of the Post, with such recommendations as he may deem expedient or necessary for raising funds with which to carry on the activities of the Post. He/she shall furnish such surety bonds in such sum as shall be fixed by the Executive Committee.

Section 7. The Post Historian shall be charged with the individual records and incidents of the Post and post members, and shall perform such duties as may properly pertain to the office as may be determined by the Post or the Executive Committee.

Section 8. The Post Chaplain shall be charged with spiritual welfare of the Post comrades and will offer divine but non-sectarian service in the event of dedications, funerals, public functions, etc., adhere to such ceremonial rituals as are recommended by the National Department Headquarters from time to time.

Section 9. The Post Sergeant-At-Arms shall preserve order at all meetings and shall perform such duties as may be from time to time assigned to him by the Post Executive Committee, or Commander.