

SQUADRON OFFICER DUTIES

Commander: The Commander presides at all meetings of the Squadron and enforces strict observance of the National and Detachment Constitution, and Squadron By-Laws. He appoints, subject to the approval of the Squadron Executive Committee, chairman of the standing committees and can create such other committees as needed. He is ex-officio of all committees, except the nominating committee.

Vice Commanders: Vice Commanders act as representative of the Commander on his request. They also perform such other duties as are usually related to the office and agreed on between him and the Commander.

Judge Advocate: The Judge Advocate has the duty of knowing Roberts Rules of Order, Newly Revised, and the squadron constitution and bylaws. He is in charge of settling any question or grievance, relative to the interpretation of those documents. He acts as an advisor to the Commander on all matters relating to the orderly operation of the squadron and is the equivalent of a Parliamentarian. He determines the legality and rule on all complaints for or against any squadron member. His rulings are to be prompt, accurate and impersonal. He does not participate in a voice vote but does vote if a written ballot is used.

Adjutant: The Adjutant has charge of and keeps a full and accurate record of the proceedings and transactions of all meetings. He keeps records as the Detachment and National Organization may require. He performs other duties as are usually related to the office and agreed on between him and the Commander. When he leaves this office, he hands over all Squadron records in his possession to whoever takes the office next.

Finance Officer: The Finance Officer is the custodian of the funds of the Squadron. He receives all money belonging to the Squadron and deposits it to the Squadron's bank account. He pays all bills authorized by the Squadron, and keeps records of receipts and disbursements, making reports at each regular Squadron meeting and such other reports as are requested by the Executive Board. He will have all finance records available at the beginning of June each year for audit by the Post. He performs such other duties as are usually related to the office and agreed on between him and the Commander. When he leaves this office, he hands over all Squadron records in his possession to whoever takes the office next.

Chaplain: The Chaplain offers prayer at the opening and closing of each Squadron meeting, and on other occasions as needed. He shall perform such divine and non-sectarian service as may be needed, altering to such ceremonial rituals as may be prescribed by the National Membership and Post Activities Committee of The American Legion. He performs such other duties as are usually related to the office and agreed on between him and the Commander.

Historian: The Historian collects from year to year all records and data of value and interest to the Sons of The American Legion and compiles a complete history of the year's activities. He performs such other duties as are usually related to the office and agreed on between him and the Commander.

Sergeant-at-Arms and Assistant Sergeant-at-Arms: The Sergeant-at-Arms and Assistant Sergeant-at-Arms are given the responsibility of preserving order at all Squadron meetings and may be given the custody of the Squadron Colors. They shall perform such other duties as are usually related to the office and agreed on between them and the Commander.