



DEPARTMENT OF OHIO OFFICER TRAINING 2025-2026





**DEPARTMENT OF OHIO
OFFICER TRAINING
2025-2026**

TRAINING AGENDA

POST COMMANDER AND OFFICERS DUTIES

CMDR. Mike Milam

SR Vice Ray Schafer

Jr Vice Jose Torres

Judge Advocate Tim Zvoncheck

Surgeon Terry Stanforth

Chaplain Karl Hagaman



NO ONE DOES MORE FOR VETERANS.

POST COMMANDER & OFFICER TRAINING





Agenda

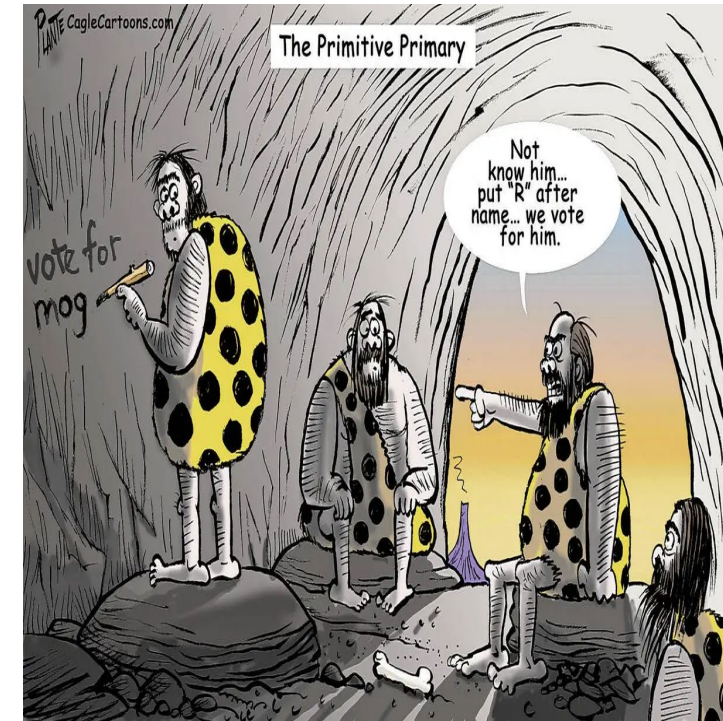
- **ELECTION**
- **INSTALLATION**
- **OFFICER DUTIES & OBLIGATIONS**
- **MEETINGS**
- **CANTEEN**
- **PLANNING**
- **CALENDAR/EVENTS**
- **PROGRAMS/COMMUNITY INVOLVEMENT**
- **MEMBERSHIP**
- **QUESTIONS**



• ELECTION



- **Congratulations! Your Elected!**
- **Sec 217 of the Bylaws and Manual of Procedure**
- **Form of election decided prior to nominations -- Open vote or secret ballot**
- **Nominations open in March, remain open until the vote unless by secret ballot, then it must close one meeting prior to vote**
- **Nominees must have opportunity to decline**
- **Member consent must be in writing if absent during nomination – email acceptable**
- **Election shall be held in April**
- **ELECTION REPORTS MUST BE TURNED INTO NATIONAL BY JUNE 1ST**





Installation

- **Commander-elect will select Installing Officer**
 - **Installing Officer must have held Post Commander or higher**
- **Installation will occur prior to convening of Department Convention**
- **Officer will assume duties after Department Commander has been installed**
- **Officer-elect must be installed or position becomes vacant**
- **Term of office is one year, except Trustees**



Duties and Obligations

- **Sec 218 of the BY-LAWS/MANUAL OF PROCEDURE**
- **Presides at all meetings of the Post**
 - **Conducts IAW Article X of BY-LAWS/MANUAL OF PROCEDURE**
- **Enforce strict usage of laws/usages of VFW**
 - **Means ALL from Post through National**
 - **Includes lawful orders from proper authorities**
- **Insist Post business/activities be conducted without violating any governmental laws, ordinances or regulations or bringing dishonor or embarrassment to anyone in the VFW**





Duties and Obligations

- **Decide all questions of law/usage in the Post, subject to appeal pursuant to the By-Laws**
- **Appoint all other officers, committee chairs and committees -- upon assuming office**
 - **Commander may remove anyone appointed**
- **Approve all disbursements of funds properly authorized by a Post vote**
- **Assures that the office of the Quartermaster is bonded IAW sec 703 of By-Laws/Manual of Procedure**



Duties and Obligations

- **Assure that all dues/monies are forwarded promptly to National/Department**
 - Included reports and returns
- **Assure the following are done correctly and with dispatch for proper operation:**
 - All reports
 - Licenses
 - Permits
 - **Election report (due to Natl/Dept by 1 June)**





Duties and Obligations

- **Assure Post Trustees examine the Post books/records to prepare the Quarterly Audit**
 - **Due by end of month following last day of quarter**
 - **Jan - Mar, 30 April**
 - **Apr - Jun, 30 July**
 - **Jul - Sep, 30 October**
 - **Oct - Dec, 30 January**
- **Attend all District Conventions or meetings or ensure their representative does so**



Duties and Obligations

- **Comply with and perform all duties required by the laws/usages of the VFW; includes:**
 - **National By-Laws**
 - **Manual of Procedure**
 - **Ritual Manual**
 - **Department, District and Post By-Laws**
 - **Lawful orders from proper authorities**
 - **Other duties incident to the office**
- **Be an ex-officio member of all committees**





Meetings

- **THEY'RE FOR EVERYONE, BUT YOU ARE IN CHARGE**
- **Sec 1001 of the By-Laws and Manual of Procedure govern all meetings (National, Department, District and Post)**
- **Sec 1002 -- Order of Business for National and Department Conventions**
- **Sec 1003 -- Order of Business for Districts**
- **Sec 1004 -- Order of Business for Posts**
- **Sec 1005 -- All are addressed as Comrade, followed by title of the office, if held.**



Duties and Obligations

SENIOR VICE

- Besides just sitting in front of everyone else what am I supposed to do?
- The By-laws state that you shall assist the Commander in preserving order, preside in the Commander absence, provide such advice or assistance as may be required to preform such other duties as are intendent to the office or may be required.
- Ok, what specifically? Well depending on your Post or Commander, the SR Vice can be the Membership Director, some Posts have them as Chairman of their House Committee, these are just examples of additional duties. Participate in Ceremonies.
- The SR Vice should be in training to eventually be the next Commander of the Post and should seek as much knowledge of Post Operations as possible.





Duties and Obligations

JUNIOR VICE

- **Now I'm the Junior Vice, what do I get to do?**
- **The By-laws state that you shall assist the Commander and SR Vice in preserving order, preside in the Commander & SR Vice absence, provide such advice or assistance as may be required to preform such other duties as are intendent to the office or may be required.**
- **Ok, what specifically? Well depending on your Post or Commander, the JR Vice could be the POW/MIA Director, some Posts have them as members of their house or event Committee, these are just examples of additional duties. Participate in Ceremonies.**
- **The JR Vice should be in training to eventually be the next SR Vice & Commander of the Post and should seek as much knowledge of Post Operations as possible.**



Duties and Obligations JUDGE ADVOCATE & SURGEON

- So really what are the Judge Advocate & Surgeon responsibilities?
- Simply put the Judge Adjutant is the person who should be the most familiar with parliamentary procedure, Roberts Rules of Order, the VFW National, Department & Post Bylaws. They are the person to provide advice to the Post leaders to make sure meetings are run as an orderly event.
- The Surgeon does not perform operations on our members! They are however responsible for briefing and advising the Post Leadership on the health and welfare of the Post members and ensuring that it is following local and state health code regulations and standards.
- Participate in Ceremonies.





Duties and Obligations

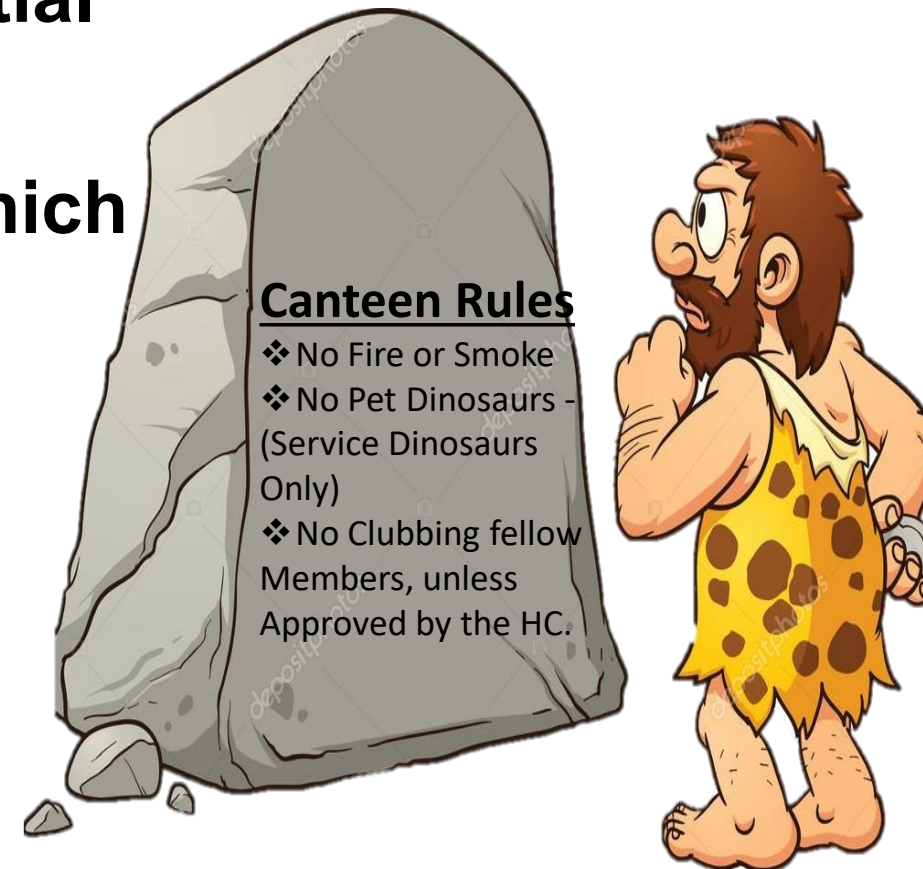
CHAPLAIN

- **Chaplain has an inherent responsibility to administer to the welfare of the membership.**
- **Obviously providing the prayers during our meetings and ceremonies.**
- **Visiting members who are hospitalized, sick or in need.**
- **Assisting the QM in keeping track of deceased members when notified, and providing comfort to the bereaved family.**
- **Assisting in providing VFW funeral services as requested.**
- **All other duties as assigned by the Commander and Bylaws.**



Canteen or House Rules

- If you have a canteen, you need rules!
- Good conduct and order is highly essential to the health and welfare of the Post
- Many Posts have “House Committee” which writes the Canteen or House Rules.
- All must be voted on by the membership
- A list of penalties for various infractions should be considered



Planning

- **Calendar**
- **Post Commander's Staff**
- **Post By-Laws**
- **Canteen or House Rules**
- **Meetings**
- **Events**
- **Annual Programs**
- **Community Involvement**
- **Public Relations**
- **Protocol**
- **Membership**



Calendar

- **Have one for the Post Events & Activities!**
- **Have multiple versions (phone, PC, paper, electronic, etc)**
- **Share it – keep everyone on the same page!**
- **Post Website – Go to**
<https://www.vfw.org/my-vfw/vfw-website-solution-program>





Events

- **They're the life blood of a Post**
 - **Builds camaraderie**
 - **Attracts new members**
 - **Makes the Post visible to the community**
 - **Assists in building "sense of purpose"**





Annual Programs

- VFW Programs demonstrates our support to Veterans, their Families and our communities
 - VFW programs are part of the lifeblood of our organization
 - They are key to how we interact with our communities and how they perceive us
 - Reporting programs assists the Department & National VFW to gain Congressional support on Veteran issues.



Community Involvement

- This is our bread and butter -- it's how we attract new members, both VFW and Auxiliary
- The key is our communities and how they perceive us!





Membership

- **FACTS**

- **We are all volunteers**
- **We need to sell ourselves better**
- **We need to educate our members so they know what the VFW is about, understand our programs and know what the VFW has accomplished for Veterans**
- **Mentorship is the key to our young and old comrades**





Questions or Comments



