

Sec. 218—Officers and Chairmen, Duties and Obligations.

(6) **Adjutant.** Among the duties of the Post Adjutant, he shall:

- a. Be the official corresponding officer for the Post and shall attest to all official communications and reports with his signature.
- b. Under the direction of the Commander, prepare all reports and returns required of him.
- c. Maintain the books and records in a legible and uniform format. Record keeping by electronic means may be used, provided a back-up and a hard copy is maintained. Books and records shall be available for inspection by authorized officers and Post member's at all reasonable times. Unless authorized by the Post to remove such books and records from its facilities, all such books and records shall be kept at the Post facilities.
- d. The Post Adjutant shall maintain the following records:
 1. A copy of the original application of every member admitted to the Post.
 2. Minutes of each Post meeting after correction and approval.
 3. All current orders or circulars issued by the Commander-in-Chief, the National Council of Administration, the Department Commander, the District and/or County Council Commander (if applicable) or the Post Commander.
4. A correspondence file.
5. A file containing a copy of the proof of eligibility submitted by officers pursuant to Section 216.
 - e. Maintain a current copy of the By-Laws, Manual of Procedure and Ritual of the Veterans of Foreign Wars of the United States and copies of the By-Laws of the Post, Department, District and County Council (if applicable).
 - f. Transfer to his successor, without delay, all books, papers, records, monies and other records and property of the Post in his possession or under his control.
 - g. Comply with and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and orders from lawful authority and perform such other duties as are incident to such office.