

Sec. 218 Officers and Chairman, Duties and Obligations

5) **Quartermaster.** Among the duties of a Post Quartermaster, he shall:

- a. Qualify and secure a bond in a sum at least equal to the amount of the liquid assets for which he may be accountable in accordance with Section 703.
- b. Collect all monies due the Post, giving receipt therefore, and have charge of the funds, securities and other property of the Post, all of which shall be placed in his care. He shall be the accountable officer of the Post and the Treasurer of all committees handling funds.
- c. Disburse funds as properly authorized by the Post using accepted banking practices. Unless otherwise provided for in Post By-Laws, all disbursements of Post funds shall bear the signature of the Quartermaster or other person(s) authorized by the Quartermaster. Such other authorized person(s) shall be bonded with an indemnity company as surety in a sum at least equal to the amount of the liquid assets for which he may be accountable in accordance with Section 703.
- d. Receive annual membership dues (admission fees if applicable) and life membership fees and forward the Department and National dues and life membership fees immediately to National Headquarters as prescribed in Section 104.
- e. Provide the Post Trustees with all records, files and statements required or necessary for the preparation of the Post Trustees Quarterly Report of Audit.
- f. Maintain a dues reserve fund as prescribed in Section 717 of the By-Laws and Manual of Procedure.
- g. Maintain a relief fund as prescribed in Section 704 of the By-Laws and Manual of Procedure.
- h. The books and records of the Quartermaster shall be maintained 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. Reconcile and verify all transactions listed on all bank statements to assure the accuracy of post records. 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.
- i. He shall provide access and transfer to his successor in office or anyone designated by higher authority, without delay, all books, records, papers, monies, securities and other property of the Post in his possession or under his control.
- j. Comply with, and perform all duties required of him by the laws and usages of this organization, applicable By-Laws and order's from lawful authority and perform such other duties as are incident to such office.
- k. Report on transactions concerning receipts and expenditures, for any given period, at a regular or special meeting of the Post.
- l. File appropriate forms as required by Federal, State and Local Statutes.