

**District/Post Commander &  
Quartermaster**

**Handbook**

**2024 - 2025**



**Department of Missouri Veterans  
of Foreign Wars**

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# SCHOOL OF INSTRUCTION

Purpose/Objectives:

- Provide Commanders with a clear explanation of their duties and responsibilities.
- Discuss Department and National objectives for the 2024-2025 year.
- Explain requirements of all VFW Programs and expectations for Program Chairmen.
- Provide Commanders with the tools to ensure a successful year.

# Commander Expectations 2024-2025

Congratulations on your election to Commander. As Commander, you have the responsibility to ensure that your post fulfills the mission of the VFW: To foster camaraderie among United States veterans of overseas conflicts. To serve our veterans, the military and our communities. To advocate on behalf of all veterans. (<https://www.vfw.org/about-us>)

I expect you to do your job in the following areas:

1. Earn All-State honors.
2. Promote teamwork between the Post and its Auxiliary.
3. Promote teamwork between the VFW and other community groups and organizations.
4. Promote and support the service officer program.
5. Direct your members to provide veterans services.
6. Be up to date. Visit the Department website regularly and check your email often. Read and distribute the General Orders from Department. Have an up-to-date Podium Edition of the VFW Congressional Charter By-Laws, Manual of Procedure and Ritual.
7. Ensure that your post officers and chairpersons know their jobs and are doing their jobs. In the case of the former, I expect you to train them so that they know and can do their jobs.
8. Promote and support youth programs in your post/district.
9. Promote and support the National Home in Eaton Rapids, Michigan.
10. Ensure your posts and auxiliaries report their community service activities through the Department online portal, when reporting you **MUST** include your phone number so if denied you can be called.
11. Be visible in your community. This visibly includes – but is not limited – POW-MIA awareness, Memorial Day services, Flag Day recognition, and Veterans' Day remembrances and activities.
12. Ensure your Posts distribute Buddy Poppies in your community at least twice per year.
13. Be professional when conducting meetings. Professionalism includes dressing accordingly, being organized, and conducting a well-run, educational meeting.
14. Maintain your current district/post membership and recruit new members. The VFW cannot achieve its mission or realize its vision without maintaining and expanding its membership.
15. Stay informed on the legislative needs affecting veterans. Your post/district members should know who their State Representatives and Senators are and be prepared to contact these legislators when the need to do so arises.
16. Represent your District at all Council of Administration meetings.

# Leadership

*“Leadership is solving problems. The day soldiers stop bringing you their problems is the day you have stopped leading them. They have either lost confidence that you can help or concluded you do not care. Either case is a failure of leadership.”*

*~ Colin Powell*

Leadership is an art, and every art requires a skillset that can be learned and applied to make the art easier to perform. As you serve this year, I ask that you view leadership through three broad umbrellas: communication, illustration, and appreciation. If you do so, I suspect that you will discover leadership to be rewarding and highly fulfilling.

## I. Communication

- Clarity
- Honesty
- Sincerity
- Listening

## II. Illustration

- Character
- Respect
- Sacrifice
- Transparency

## III. Appreciation

- Acknowledgement
- Energy
- Encouragement
- Consultation

“Good leaders accomplish the mission; Great leaders motivate others to accomplish the mission.”

*~Ric DePontee~*