

District/Post Commander & Quartermaster Handbook 2025-2026



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 2025-2026 year.
- Explain requirements of all VFW Programs and expectations for Program Chairperson.
- Provide Commanders with the tools to ensure a successful year.
- Ensure Commanders know how to access dashboard and enter reports.

DEPARTMENT OFFICERS, STAFF & CHAIRPERSONS

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Commander Expectations 2025-2026

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 name and phone # so if questions arise you may be contacted.
11. Be visible in your community. This includes, but is not limited to, POW/MIA awareness, Memorial Day services, Patriot Day services, Flag Day recognition, and Veterans Day services/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 in accordance with the by-laws.
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

“A true leader has the confidence to stand alone, the courage to make tough decisions, and the compassion to listen to the needs of others. He does not set out to be a leader but becomes one by the equality of his actions and the integrity of his intent”.

Douglas MacArthur