

## Duties of Officers – Adjutant

The Adjutant shall record minutes of each meeting and provide the Post's correspondence. He/she is authorized in the event of a death or resignation of an officer, to summon the Post Board of Officers for election of a successor. [Post 1947 By-Laws Section IX -DUTIES OF OFFICERS, Paragraph (f)]

### Notes:

- (1) The Post provides to the Adjutant an Olympus recorder to record the discussions during the meeting as an aid to writing the minutes.
- (2) The availability and use of a computer is recommended. Microsoft Word and Microsoft Media Player are useful tools for transcribing the minutes.
- (3) Correspondence is picked up at the Post Office Box 751901 at the Post Office located at 6210 N. Jones Blvd., Las Vegas, NV 89130-4001.
- (4) The rental fee for the PO Box arrives in November, please give the invoice to the Treasurer when it arrives, the payment is due In two weeks from the date of the notice.