

## **INSPECTOR INFORMATION**

With the beginning of the 2009-2010 VFW administrative year, the annual Post and District inspections are now underway. District Commanders have appointed District Inspectors in accordance with the 2009 Congressional Charter and By-Laws and Manual of Procedure. This reflects a change in the way we've conducted inspections in past years. The District Inspectors shall ensure that each Post and Men's Auxiliary unit in the District is **inspected prior to 31 December 2009** in accordance with the Department By-Laws or as directed by the State Commander or the State Inspector. The requirements of such inspections are:

- a. All books and records shall be inspected and recorded on a properly executed Post Inspection Form (REV. 4-09).
- b. The District Inspector shall provide the appropriate copy of each Post Inspection Form (REV. 4-09) to the Post Commander, District Commander, and State Inspector listing any constructive criticism and recommendations. The Department copy of the Post Inspection Form (REV. 4-09) will be forwarded to the State Inspector as soon as possible following the inspection. The Men's Auxiliary Inspection Report form is a single page report and it can be downloaded from the Department web site. It will be sent to the State Inspector upon completion of the inspection.

The District Commander may appoint an Assistant Inspector(s).

District Inspectors/District Assistant Inspectors will not inspect their Home Post or their Home District. The State Inspector or a State Assistant Inspector will conduct those inspections.

It is very important that each post commander, quartermaster, and adjutant cooperate with the District Inspector to ensure the completion of the inspections in a timely and efficient manner.

If all the documents are out and ready when the inspector arrives, the entire process won't take long to complete. The inspector must view the documents that are noted on the Post Inspection Form such as:

Quartermaster bond; Quartermaster files and bank statements; IRS 990 filings; trustees quarterly audits; post minutes; officers' proof of eligibility file; roster of post officers; properly adopted and approved post by-laws; articles of incorporation; deceased members' file; completed membership application form; etc.

Post Inspection Form Work Sheets are available and should be used by each post to inspect themselves prior to the inspector's arrival. The inspector will cover the same points as outlined in the inspection work sheet. If you don't have a Post Inspection Form Work Sheet you can download a copy of the Post Inspection Form from the Department

web site. Posts should review their copy of the previous year's inspection report to ensure discrepancies have been corrected.

District Inspectors will forward the Department copy of the Post Inspection Form to me. I will review and sign the report and forward it to the State Commander for his review and further action. Should follow-up action be required, State Commander Landsperger will assign a staff officer to assist the appropriate post officer in correcting the noted discrepancies.

I am available to anyone needing advice or guidance relative to post or district inspections. Call (Home) 843-761-1301, (Cell) 843-343-5478, fax 843-761-1301, or Email [stateinspvm@homesc.com](mailto:stateinspvm@homesc.com).

Gerald T. Pothier  
State Inspector