

## Adjutant Officer

Shall record and maintain the permanent minutes of all Unit Staff meetings. He/she shall maintain suitable correspondence files concerning the business and activities of the Unit and assure that all required unit reports are submitted to HQ in a timely fashion. Further, he shall assist the Unit in the timely preparation and dissemination of such correspondence of a general nature. In coordination with the Finance Officer, he shall maintain the Unit personnel records. He shall advise the Headquarters' Membership Department of any changes of the Unit membership, and on a semi-annual basis provide a roster of Unit members for verification and updating.