



Department of New York Hospital Chairman's Guide



Thank you for accepting the responsibility as the Department of New York Hospital Chairman.

You are expected to perform your duties to the best of your ability and to become familiar with the requirements of the Veterans of Foreign Wars (VFW) Hospital Support Program. This Chairman's Guide will provide you some of the necessary guidelines in performing your duties. There may be additional references you may need to review either on the Department or National websites and/or other documentation that may be issued during the ensuing year.

It is important that you learn as much as you can about your position and ask questions if you are not sure of what you will be

required to do. I and my staff are available to assist you in this endeavor to ensure you are successful in your efforts.

The VFW has long supported local and national efforts to care for our veterans never forgetting our greatest duty is "to care for him who shall have borne the battle." As the Department Hospital Chairman it will be your duty to promote volunteerism in our VA hospitals and nursing homes and promote the hospital visitation program by discussing it at Post, County and District meetings when the opportunity presents itself. Please ensure that the Hospital program is advertised to our Districts, Councils and Posts, encourage volunteerism and maintain close coordination with the appointed Department and District Veterans Affairs Voluntary Service (VAVS) Chairmen.

The Department of New York publishes its on-line newspaper, *The Overseas Veteran* quarterly and it is highly recommended that a short article regarding your hospital visits and the needs of our veterans be prepared and submitted to the newspaper editor when the call goes out for articles.

Application requests for financial support must be expeditiously reviewed when received from our posts and processed in a timely manner with adequate follow-up. A monthly Veterans & Military Support report is required to be made to the National organization monthly and expect you to make those reports on time. Deadlines are important and I expect you to meet them.

Additionally, as part of your responsibilities as Chairman, you will be expected to prepare a short written report of your visits and activities to be submitted two weeks prior to the Spring and Fall Department Conferences and State Convention. If called upon to make an oral report, you will be invited by letter prior to any conference or convention.

The State Commander is confident of your ability to manage the Department Hospital Program and am sure you will be extremely successful in your endeavors.

Thank you for stepping up and accepting this challenging position.

DUTIES AND RESPONSIBILITIES

- See that resources of money and volunteer hours are well spent in service to hospital and nursing home patients.
- Keep the Department Surgeon informed with periodic reports of visits and activities
- Make sure the District and local posts are providing for the needs of local VA facilities and nursing homes through donations of funds, clothing, personal hygiene needs and other items as desired
- Maintain close coordination with the Department and District VAVS Chairman assisting when needed.
- Make sure the Department and local posts are providing for the needs of VA facilities by communicating with the VAVS Representatives.
- See that all important information provided by the National Organization, the Department of Health, the Surgeon General and other health professionals gets widest distribution for information purposes to the Department, District, Council and Posts
- Garner volunteers to assist in VA hospitals and nursing homes
- Ensure Posts report volunteer hours devoted in our hospitals and nursing homes are reported on the Semi-Annual Community Activity Report

- Notify the Department VAVS Chairman if a District VAVS volunteer is not performing up to the expectations of the VFW in an outreach initiative to our veterans in VA medical facilities and nursing homes
- Encourage and assist volunteers to plan special events at VA medical facilities and nursing homes
- Raise fund to support the Hospital Program
- Nominate stand out candidates for awards and citations where they have excelled in volunteer service
- Conduct visits to VA hospitals and veteran nursing homes located in New York State
- Coordinate activities and maintain liaison with the Department of New York's Auxiliary President's Hospital Liaison Chairman