



2020-21
Veterans Affairs
Voluntary Service
(VAVS_
Chairman's Guide



2020-21

Thank you for accepting the responsibility as the Department of New York Veterans Affairs Voluntary Service (VAVS) Chairman for 2020-21.

You are expected to perform your duties to the best of your ability and to become familiar with the requirements of the VFW VAVS 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.

As VAVS Chairman, it will be your responsibility to review the minutes and monitoring the attendance of those individuals appointed to represent the VFW's and Departments interest by attending the regularly scheduled quarterly VAVS meetings in all VA Medical Centers in New York State.

You should be aware that Veterans Administration (VA) regulations state that any Representative or Deputy Representative not in attendance at three (03) consecutive quarterly meetings could be subject to removal from the hospital's VAVS Committee. Close coordination with the members assigned in each District will ensure compliance along with regular reminders.

Each District VAVS Representative should forward to you at the end of each quarter a report of their attendance and information related to the meetings they attend. Reporting deadlines are important and I expect you to meet them.

The Department of New York publishes its on-line newspaper, ***The Overseas Veteran*** quarterly and it is highly recommended that a short article of interest regarding hospital activities be submitted to the editor when articles are called for.

Additionally, as part of your responsibilities as Chairman, you will be expected to prepare a short written report of your 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 and will receive a per diem voucher to cover some of your hotel and travel expenses.

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

Thank you for stepping up and accepting this challenging position.,