

## **2017 - 2019 End of Term Report: Policy and Procedure Committee**

### ***Committee Members:***

Nina Schloffel – Chair

Joanna Henshaw

Terri Rangel

Nancy Rekowski

*Note:* Committee Member Annie Pancrazio passed away in November 2017

### ***Goals and Governing Principles:***

The Policy and Procedure Committee partnered with other committee and program chairs to ensure that AVVA policies and procedures are reliably:

- Concise and understandable,
- Consistent with existing bylaws and
- Do not conflict with other policies.

### ***Accomplishments:***

Twenty-five (25) policy and procedure proposals were put before the National Board. An abbreviated summary of adopted proposals follows:

- P & P Section 1, Positions and Responsibilities
  - Added new subsection – Special Advisor to AVVA
  - Revised Deputy Regional Director’s qualifications and job description to more closely align with the Regional Director’s job description.
- P & P Section 4, Finance
  - Added Benevolence Policy that provides specific guidelines for assisting and allocating funds to members needing relief from natural disasters or unforeseen illness or injury.
  - Added text to subsection IX.B.2 adding a statement adding the National Treasurer as a non-voting member of the Finance Committee.
- P & P Section 5, Elections
  - Reorganized and revised entire Elections Policy to provide clarity and streamline process flow.
- P & P Section 6. Administrative
  - Revised subsection 6.1B, Email Motions Between Board Meetings, to expand time frames for eligibility and voting.
- P & P Section 7, Membership

- Revised text in Subsection H.1.a, to clarify intra-chapter transfers.
- P & P Section 8, National Programs
  - Added veterans focus to charities being considered for Project Friendship grants.
- P & P Section 11, COMMITTEE AND PROGRAM POLICY
  - Added nine (9) additional committee/program descriptions.
  - Upgraded existing policy for the AVVA VISTA program
    - Clarified existing P & P.
    - Added subsection that defines program/committee members' specific roles and responsibilities.
    - Addressed issues with qualified/non-qualified VISTA hours.
  - Added text to subsection VI.B.3 referencing the Vietnam Veterans Memorial Fund (VVMF).

I am grateful for the opportunity to have chaired the P & P committee. Each member of this committee was hard working and well versed on the protocols used in processing P & P changes. Thank you, Terri Rangel and Nancy Rekowski. I am especially indebted to committee member Joanna Henshaw. As the former, longtime committee chair for the P & P Committee, Joanna was invaluable. Thank you, Joanna.

Nina Schloffel  
Chair, AVVA Policy and Procedure Committee