



# **Associates of Vietnam Veterans of America, Inc.**

## **POLICIES and PROCEDURES**

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#### **I. COMMITTEES: *AVVA Committees***

A. The committees of AVVA are appointed by the president and approved by the national board of directors. Current committees include, but are not limited to:

1. AVVA VISTA Program Committee
2. Awards Committee
3. Bylaws Committee
4. Disciplinary Committee
5. Elections Committee
6. Finance Committee
  - a. Product Sales Sub-Committee
7. Government Affairs Committee
8. Incorporation Committee
9. Leadership Development Committee
10. Membership Committee
11. Policies and Procedure Committee
12. Public & Media Relations Committee
  - a. Newsletter Sub-Committee
13. Strategic Planning Committee
14. Toxic Exposure Committee
15. Veterans Benefits Committee
16. Veterans in the Justice System Committee
  - a. Veterans' Service Officer
17. Website Committee



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- B. Committees and sub-committees may be added or removed as the structure and/or needs of the organization evolve.
- C. Committee appointments may run concurrently with the term of the appointing board's term or may be for a specified length of time.
- D. All committees write Corporation policy, and oversee the proper execution of those policies.
- E. All committee chairs, with the assistance of their committee members, are expected to write or maintain an individual committee policy, which indicates the specific manner by which the committee will function and how it will meet its goals.

#### **II. COMMITTEES: *Overview of Duties***

- A. AVVA VISTA (*see committee policy, Sec 11.II, for details*)
  - 1. VISTA stands for 'Volunteers in Service to America'.
  - 2. The AVVA VISTA Committee oversees the VISTA program, collects and processes the volunteer hours of AVVA members, and disseminates the information to the proper officers and agents of AVVA.
  - 3. The VISTA Committee will track volunteer hours, and ensure that all hours are recorded for recognition or other purposes.
- B. AWARDS (*see committee policy, Sec 11.III, for details*)
  - 1. The Awards Committee gathers nominations and selects the recipients of the AVVA Member of the Year and Fellowship Awards.
  - 2. These awards are presented to the recipients at the AVVA National Convention and the AVVA Education and Leadership Conference.
- C. BYLAWS (*see committee policy, Sec 11.IV, for details*)
  - 1. The Bylaw Committee serves to advise the national board regarding interpretations or possible revisions of the AVVA Bylaws, in accordance with guidelines and determination of the Corporation.



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2. The Bylaws Committee works in conjunction with the Membership Committee during the process of incorporating subsidiaries and in conjunction with disciplinary bodies during such times as disciplinary action is eminent, pending, or in process.

#### **D. DISCIPLINARY**

1. The Disciplinary Committee is charged with the responsibility of being knowledgeable of the Policy and Procedure Manual, particularly in the area of discipline and the interpretation of the Disciplinary Code.
2. The committee chair serves as the point of communication with the national president, the appropriate national regional director, legal council and parties involved in disputes, in an effort to assess and resolve issues.
3. The Disciplinary Committee is responsible for all stages of any disciplinary action brought by or against an AVVA member.

#### **E. ELECTIONS (see committee policy, Sec 11.VII, for details)**

1. The Elections Committee oversees the election process at the national, state and local levels, including verification of all proposed national candidates and delegates. The committee writes policies concerning election processes, candidate qualifications, and duties of the office.
2. The Elections Committee is impartial to the outcome of all elections. They neither campaign for nor endorse candidates. Members of the Elections Committee are NOT exempt from seeking or from holding a position on the National Board of Directors.

#### **F. FINANCE**

1. The Finance Committee is responsible for handling, recording, reporting and safeguarding the Corporation's assets. Working with the treasurer, the committee prepares the annual budget for board approval and oversees the use of the AVVA Logo. The committee examines and approves all financial reports submitted by the incorporated states and chapters.
2. The Finance Committee is comprised of no less than three (3) voting members. The treasurer is a non-voting member of the committee.

#### **G. GOVERNMENT AFFAIRS**

1. The Government Affairs Committee monitors all legislative activities pertinent to any issues affecting the wellbeing of Veterans and their families, while striving to secure those rights.



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2. The Government Affairs Committee will represent and relay the opinion of the AVVA membership and board of directors to the appropriate legislative body, whether it is on a local, state, or national level.
3. Information will be gathered in numerous ways, including the press and other forms of written or electronic communication.
4. The Government Affairs Committee shall coordinate and/or educate the AVVA legislative coordinators with updates being provided as received.

#### H. INCORPORATION *(see committee policy, Sec 2 for details)*

1. The Incorporation Committee oversees the process of both AVVA state and chapter incorporation.
2. Details of the incorporation process are listed in Section 2 of the P&P Manual.

#### I. LEADERSHIP DEVELOPMENT

1. The Leadership Development Committee creates educational programs for the leaders and potential leaders of AVVA. The committee develops tools for ensuring success; they mentor and advise all levels of leadership in AVVA.
2. The Leadership Development Committee plans the educational program for the National Leadership and Education Conference.

#### J. MEMBERSHIP *(see policy section 7 for details)*

1. The Membership Committee works with the National Membership Department to ensure accurate and timely distribution of rosters, development of brochures, and answers to questions concerning applications.
2. The Membership Committee works with the Election Committee and any other AVVA committees or sub-committees that require its assistance.

#### K. POLICY AND PROCEDURE *(see committee policy, Sec 11.XVI, for details)*

1. The Policy and Procedures Committee is responsible for the formatting, wording and documentation of all policies and procedures required for the functional operation of the Corporation.
2. The P&P Committee is available to assist national committees in writing policy if requested to do so.



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3. The process for proposals for change to the P&P Manual can be found in in Section 6 of the P&P Manual. The current forms to request changes in the P&P can be found on the AVVA website, under the 'Forms' link. [www.avva.org](http://www.avva.org).

#### **L. PRODUCT SALES**

1. Product Sales is a sub-committee of the Finance Committee.
2. The Product Sales Committee oversees the sales and storage of AVVA products that are sold directly by AVVA, if any, or AVVA specialty products that may have temporary availability.

#### **M. PUBLIC & MEDIA RELATIONS**

1. The Public & Media Relations Committee furthers the public's knowledge of the organization by seeing that information is put before the membership and the general public in an easy-to-understand, timely and correct manner.
2. This information can be presented in written, oral or other media form.
3. The Public & Media Relations Committee should train the levels of the organization on how to present information in a concise and professional manner.
4. The Public & Media Relations Committee prepares and presents press releases and other information to the news media and to the AVVA membership.
5. All press releases are approved by the president before publication.
6. The Public Relations Committee will be responsible for publishing a regular newsletter, currently known as the *UPDATES* Newsletter.

#### **N. STRATEGIC PLANNING (see committee policy, Sec 11.XX, for details)**

1. The Strategic Planning Committee helps the organization focus and work together toward the same goals. The committee strives to produce consensus decisions and advises the national board of directors on actions that will shape and guide the organization toward its future goals.
2. The Strategic Planning Committee prepares a long and short-range plan to clarify our objectives, identify our resources and considers how we must respond to the changing nonprofit environment. The committee spells out what we want to do, why we want to do it, and how we will go about accomplishing goals.

#### **O. VETERANS' BENEFITS**



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1. The Veterans' Benefits Committee monitors all Veteran and survivor benefits. They coordinate with the Government Affairs Committee on various issues of legislation that affect the Veterans and families eligible for Veteran Administration benefits.
2. Working closely with the Public & Media Relations Committee, the committee ensures that all members of AVVA are made aware of the benefits they are entitled to.
3. The Veterans' Benefits Committee oversees the Service Officer Program and DIC Brochure content.
4. VETERANS' SERVICE OFFICER (*see committee policy, Sec 11.II, for details*)
  - a. [http://www.avva.org/documents/AVVA\\_Program\\_Policies\\_Revisions\\_2014.pdf](http://www.avva.org/documents/AVVA_Program_Policies_Revisions_2014.pdf)

#### **P. VETERANS IN THE JUSTICE SYSTEM**

1. The purpose of the Veterans in the Justice System Committee is to act as a liaison between incarcerated members and local chapters, state and national.

#### **Q. WEBSITE (*see committee policy, Sec 11.XXV, for details*)**

1. The AVVA website is a source of information and guidelines for the membership. It includes such information as upcoming event details, current bylaws, current policy and procedures, forms, programs, and contact information for national committees and national and state level leaders. It also contains links to other sites of interest to AVVA members.
2. AVVA's use of social media or Internet business sharing media, such as Facebook, is a subcategory of the Website Committee. Members will be encouraged to share events, pictures, questions and other information regarding their local AVVA states and chapters. The committee will monitor all comments and entries, and any inappropriate materials will be removed out of respect for our membership.