

TABLE OF CONTENTS
P&P MANUAL SECTION 1
POSITIONS AND RESPONSIBILITIES

NATIONAL OFFICER'S DUTIES AND QUALIFICATIONS -----	1
NATIONAL REGIONAL DIRECTOR'S DUTIES AND QUALIFICATIONS -----	7
DEPUTY REGIONAL DIRECTOR'S DUTIES AND QUALIFICATIONS -----	9
DATABASE MANAGER -----	10
HISTORIAN -----	10
NATIONAL PARLIMENTARIAN -----	11
NATIONAL SERGEANT-AT-ARMS -----	12
SPECIAL ADVISOR TO VVA COMMITTEE -----	12
SPECIAL ADVISOR TO AVVA -----	13
NATIONAL COMMITTEE CHAIRS -----	13
UNINCORPORATED STATE REPRESENTATIVE -----	14
INCORPORATED STATE ASSOCIATION OFFICERS -----	15
UNINCORPORATED CHAPTER REPRESENTATIVE -----	17
INCORPORATED CHAPTER OFFICERS -----	18
AT-LARGE REPRESENTATIVE -----	19
POINT OF CONTACT – STATE OR CHAPTER LEVELS -----	19
ELECTION CHAIR – STATE OR CHAPTER LEVELS -----	20



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

When making decisions or taking actions on behalf of AVVA, all Officers, Directors, Representatives, or other Agents shall be mindful of each decision's practical and ethical implications, as stated in the Associates of Vietnam Veterans of America Core Values.

I. POSITION RESPONSIBILITIES: *National President*

A. DUTIES

1. The National President presides over all National Associates of Vietnam Veterans of America, Inc. (AVVA) board meetings, annual meetings, conventions, and other meetings as may be called and shall, for all purposes, be deemed the Chairperson thereof.
2. The National President and Treasurer are the only contractual signers for any deeds, mortgages, bonds, contracts, or other instruments that the Board of Directors has authorized to execute, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors, or the Bylaws, to some other Officer or Agent of the Corporation.
3. The National President helps formulate policies and direct operations.
4. The National President's objectives are to maintain profitability and efficiency so programs can be implemented subject to budgetary constraints and the shifting needs of the veterans and their families.
5. The National President is the Ambassador for the Associates of Vietnam Veterans of America, Inc. (AVVA), maintaining communications with the Vietnam Veterans of America, Inc. (VVA) and other organizations.
6. The National President sits on the VVA National Board of Directors as a non-voting member.
7. The National President serves as a non-voting ex officio member of all Committees and Task Forces.
8. The National President is the Chief Executive Officer of the Corporation.
9. The National President appoints all Committee Chairs and Task Force Chairs, subject to the Board of Directors' approval.
10. The National President enforces compliance with the Corporate Bylaws.
11. As an Officer of the Corporation, the National President has an in-depth working knowledge of the mission and programs of the corporation.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

12. The National President is committed to AVVA's Core Values, mission, goals, and services.
13. The National President is committed to AVVA's governance and management responsibilities.
14. The National President, along with the National Treasurer, approves all disbursements.
15. The National President oversees the preparation of the annual IRS form 990 and sends it to Board of Directors for approval.
16. The National President submits articles to The Veteran Magazine and other avenues of communication.

B. QUALIFICATIONS

1. Must be at least twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for a minimum of three (3) years.
3. Must have held a position in AVVA as a Chapter Representative or a Chapter Officer, State Representative, or a State Officer, AVVA Regional Director, or another National Office.
4. Must have highly developed personal skills.
5. Must have the ability to assess important data and information.
6. Must have the ability to evaluate numerous factors and select the best course of action for the good of the corporation.
7. Must have highly developed communication skills.
8. Must have access to a computer and be competent in computer skills.
9. Must be knowledgeable of the duty of care, duty of loyalty, duty of compliance, and fiduciary duty for which the board is held liable.
10. Must be skilled in working with confidential materials and maintain the confidentiality of sensitive matters.

II. POSITION RESPONSIBILITIES: *National Vice President*

A. DUTIES



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

1. The National Vice President presides over all National Associates of Vietnam Veterans of America, Inc. (AVVA) Board Meetings and shall have all powers of and be subject to all restrictions upon the President while doing so if:
 - a. specifically delegated by the President to do so, **or**
 - b. the President is unable to or refuses to perform their duties.
2. The National Vice President assists the President when and where needed.
3. The National Vice President shall, upon the death, resignation, or removal of the President, assume the position of the National President for the remainder of their term.
4. The National Vice President oversees and participates in projects assigned by the President.
5. The National Vice President is the Ambassador for the Associates of Vietnam Veterans of America, Inc. (AVVA), maintaining communications with the Vietnam Veterans of America, Inc. (VVA) and other organizations, as delegated by the AVVA President.
6. As the Compliance Officer, the AVVA Vice President is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code of Ethics and notifying the AVVA National President.
7. The National Vice President serves as a non-voting ex officio member of all committees and task forces.
8. The National Vice President is the Chief Operating Officer of the Corporation.
9. The National Vice President monitors all committees and task forces.
10. The National Vice President ensures that all committees and task forces properly and fully report as required.
11. The National Vice President has a commitment to the AVVA National Board of Directors. The National Vice President will attend in-person meetings unless given an “excused” status by the National President. Failure to attend two (2) consecutive meetings may be considered a dereliction of duty. Such can result in a recommendation for voluntary resignation or in a recommendation to the Disciplinary Committee for appropriate action. Each ‘excused’ absence will be considered on an event-by-event basis.
12. As an Officer of the Corporation, the National Vice President has an in-depth working knowledge of the mission and programs of the corporation.
13. The National Vice President is committed to AVVA’s Core Values, mission, goals, and services.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

14. The National Vice President is committed to AVVA's governance and management responsibilities.

B. QUALIFICATIONS

1. Must be at least twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for a minimum of three (3) years.
3. Must have held a position in AVVA as a Chapter Representative or a Chapter Officer, State Representative, or a State Officer, AVVA Regional Director, or another National Office.
4. Must have highly developed personal skills
5. Must have the ability to be a constructive team member and a helping hand to the President.
6. Must have highly developed communication skills.
7. Must have access to a computer and be competent in computer skills.
8. Must be knowledgeable of the duty of care, duty of loyalty, duty of compliance, and fiduciary duty for which the board is held liable.
9. Must be skilled in working with confidential materials and maintain the confidentiality of sensitive matters.

III. POSITION RESPONSIBILITIES: *National Secretary*

A. DUTIES

1. The National Secretary is responsible for recording the minutes and notes at all Executives, Board of Directors, and Annual Meetings.
2. The National Secretary shall distribute a copy of the minutes for approval electronically, or at the next scheduled meeting of the Board.
3. The National Secretary is responsible for placing a signed hardcopy of all minutes in the assigned book, located in the AVVA National Office.
4. The National Secretary is the custodian of corporate and other pertinent records and files.
5. The National Secretary ensures that the seal of the corporation is affixed to all documents when authorized. The seal is housed in the National Office.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

6. The National Secretary performs and handles all correspondence at the President's discretion.
7. The National Secretary notifies all Board Members of upcoming board meetings.
8. The National Secretary shall submit amended Bylaws to the AVVA Webmaster upon receiving the finished product from the Bylaws Committee following the National Convention.
9. The National Secretary shall be available to assist Committee Chairs, other Officers, and Board Members with form revisions.
10. The National Secretary is responsible for maintaining an up-to-date motion log.
11. The National Secretary serves as a non-voting ex officio member of all Committees and Task Forces.
12. The National Secretary keeps the other Officers advised on all Administrative and Disciplinary matters.
13. The National Secretary has a commitment to the AVVA National Board of Directors. The National Secretary will attend in-person meetings unless given an "excused" status by the National President. Failure to attend two (2) consecutive meetings may be considered a dereliction of duty. Such can result in a recommendation for voluntary resignation or in a recommendation to the Disciplinary Committee for appropriate action. Each 'excused' absence will be considered on an event-by-event basis.
14. As an Officer of the Corporation, the National Secretary has an in-depth working knowledge of the mission and programs of the corporation.
15. The National Secretary is committed to AVVA's Core Values, mission, goals, and services.
16. The National Secretary is committed to AVVA's governance and management responsibilities.

B. QUALIFICATIONS

1. Must be twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for a minimum of three (3) years.
3. Must have held a position in AVVA as a Chapter Representative or a Chapter Officer, State Representative, or a State Officer, AVVA Regional Director, or another National Office.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

4. Must have highly developed secretarial skills and have the ability and willingness to do the minutes.
5. Must keep track of calendar events.
6. Must maintain a filing system for records at the National Office.
7. Must have access to a computer and be competent in computer skills.
8. Must be knowledgeable of the duty of care, duty of loyalty, duty of compliance, and fiduciary duty for which the board is held liable.
9. Must be skilled in working with confidential materials and maintain the confidentiality of sensitive matters.

IV. POSITION RESPONSIBILITIES: *National Treasurer*

A. DUTIES

1. The National Treasurer maintains contact with the National Staff regarding the Financial Records of the Corporation.
2. The National Treasurer keeps the National President informed on AVVA's assets and debts.
3. The National Treasurer and the National President approve all disbursements. If there is any question regarding a requested disbursement, shall discuss said disbursement with the Board of Directors of AVVA.
4. The National Treasurer is a working member of the AVVA Finance Committee.
5. The National Treasurer participates in presenting the annual budget to the Board of Directors.
6. The National Treasurer monitors monthly budget-to-actual reports and notifies the Officers, Regional Directors, and Committee Chairs if they are nearing their budget limit.
7. The National Treasurer has a commitment to the AVVA National Board of Directors. The National Treasurer will attend in-person meetings unless given an "excused" status by the National President. Failure to attend two (2) consecutive meetings may be considered a dereliction of duty. Such can result in a recommendation for voluntary resignation or in a recommendation to the Disciplinary Committee for appropriate action. Each 'excused' absence will be considered on an event-by-event basis.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

8. As an officer of the corporation, the National Treasurer has an in-depth working knowledge of the mission and programs of the corporation.
9. The National Treasurer is committed to AVVA's Core Values, mission, goals, and services.
10. The National Treasurer is committed to AVVA's governance and management responsibilities.

B. QUALIFICATIONS

1. Must be at least twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for a minimum of three (3) years.
3. Must have held a position in AVVA as a Chapter Representative or a Chapter Officer, State Representative, or State Officer, AVVA Regional Director, or another National Office.
4. Must have highly developed financial management skills.
5. Must have the ability to keep the organization financially stable.
6. Must have access to a computer and be competent in computer skills.
7. Must be knowledgeable of the duty of care, duty of loyalty, duty of compliance, and fiduciary duty for which the board is held liable.
8. Must be skilled in working with confidential materials and maintain the confidentiality of sensitive matters.

V. POSITION RESPONSIBILITIES: *National Regional Director*

A. DUTIES

1. The National Regional Director is the voice of each state they represent and communicates any issues, functions, calendar dates of activities, and ideas to the AVVA National Board of Directors. They are responsive to all questions and concerns brought by the membership in the said region; these concerns and questions are brought to the National Board of Directors.
2. The National Regional Director has a commitment to the AVVA National Board of Directors and their region. The director will attend in-person meetings unless given an "excused" status by the National President. Failure to attend two (2) consecutive meetings may be considered a dereliction of duty. Such can result



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

in a recommendation for resignation or institution of disciplinary action. Each “excused” absence will be considered on an event-by-event basis.

3. The National Regional Director will establish a rapport with the State Presidents, State Representatives, POCs, and VVA State Councils in their region through any reasonable means necessary to gain a working relationship with each state, introduce themselves, and distribute contact information.
4. The National Regional Director establishes a Regional Disciplinary Committee, with a minimum of three (3) members from their respective states, which the Board of Directors must approve.
5. The National Regional Director receives the membership roster for their region every month.
6. The National Regional Director is responsible for collecting all State and Chapter Election Reports and Sign-in Sheets and reporting the outcomes to the National Database Manager.
7. The National Regional Director is committed to AVVA’s Core Values, Mission, Goals, and Services.
8. The National Regional Director submits an After-Action Report for financial expenditures within thirty (30) days of travel.
9. The National Regional Director submits a proposed budget for the upcoming fiscal year by the announced deadline.
10. The National Regional Director submits a report to the Board of Directors before each scheduled board and at each annual meeting, by the announced due date. This report should include all the director’s accomplishments, ongoing projects, visits, etc., since the last report.
11. The National Regional Director attends in person training and online education.
12. The National Regional Director serves as a Special Advisor to a minimum of two (2) VVA committees.

B. QUALIFICATIONS

1. Must be twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for a minimum of two (2) years.
3. Must have held a position in AVVA as an Officer or a Representative at the chapter or state level.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

4. Must actively participate in a state within the region they want to represent. **(Ref. Bylaws Article IV: Section 4.02)**
5. Must have access to a computer and be competent in computer skills.
6. Must adhere to the duty of care, loyalty, compliance, confidentiality, and the fiduciary duty for which the board is held liable.
7. Must be skilled in working with confidential materials and maintain the confidentiality of sensitive matters.

VI. POSITION RESPONSIBILITIES: *Deputy Regional Director*

A. DUTIES

1. The Deputy Regional Director shall perform all duties and responsibilities of the elected Regional Director if the Regional Director cannot perform their duties.
2. The Deputy Regional Director shall be reimbursed for any normal expenses incurred as a result of travel that is approved and sanctioned by the National President and Treasurer.
3. The Deputy Regional Director is considered part of the National Board and will receive communication related to national business.
4. The Deputy Regional Director attends in person training and online education.

B. QUALIFICATIONS

1. Must be twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for a minimum of two (2) years.
3. Must have held a position in AVVA as an Officer or a Representative at the chapter or state level.
4. Must actively participate in a state within the region they want to represent. **(Ref. Bylaws Article IV: Section 4.03)**
5. Must have access to a computer and be competent in computer skills.
6. Must adhere to the duty of care, loyalty, compliance, confidentiality, and the fiduciary duty for which the board is held liable.
7. Must be skilled in working with confidential materials and maintain the confidentiality of sensitive matters.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

VII. POSITION RESPONSIBILITIES: *Database Manager*

A. APPOINTMENT

1. The National President appoints the Database Manager with the approval of the National Board of Directors. The Database Manager answers directly to the National President and the Executive Board.
2. The person qualifying for this appointment will have among their skills and resources the reasonable ability to use and understand Microsoft Office Excel and Office Word programs and have these programs in their current use.
3. The term of Office shall be concurrent with that of the National Board making and approving the appointment.

B. DUTIES

1. The Database Manager will update the official National Election Database document immediately after an election cycle or any special elections.
2. A copy of the updated document will be sent to the affected Regional Director(s), the four National Officers, the National Election Committee Chair, and the National Membership Committee Chair immediately after the entry deadlines. *(Ref. Section 5 Elections for deadline dates)*
3. When the Database Manager receives information about elected persons in AVVA, they will enter that information as immediately as possible into the election database document and inform all persons who hold copies of the database.
4. The National Database will be the property of the Corporation and will remain on file in perpetuity.
5. Details of position duties may be found in Section 5 of the Policies and Procedure Manual.

VIII. POSITION RESPONSIBILITIES: *Historian*

A. APPOINTMENT

1. The National Historian shall be appointed by the National President and approved by the National Board of Directors.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

2. The term of the appointment shall end with the term of the current National Board of Directors.

B. PURPOSE

1. To provide a documented pictorial history of AVVA events and workings.
2. This material will be used to assure that future members have a record of AVVA's past, progression, and accomplishments.

C. DUTIES

1. The Historian shall attend all important and noteworthy national meetings and events at the request of the National Board of Directors and at the expense of AVVA.
2. The Historian will take pictures using an SD card supplied by AVVA that is compatible with their camera. A notebook will also be provided for recording the when, where, why, and who of each photo.
3. The SD card and notebook will be turned over to an AVVA pre-assigned officer at the end of each event.
4. These pictures are the property of AVVA and will be available for reproduction upon request for official AVVA uses.

D. EXPENSES

1. The above-stated duties will be at the direction of the National President, who shall direct which events, projects, and programs need to be covered and documented by the National Historian upon approval by the National Board of Directors.
2. CDs will be provided by AVVA.
3. Travel and per diem will be based on a case-by-case situation with the Board of Directors' approval.

IX. POSITION RESPONSIBILITIES: *National Parliamentarian*

A. APPOINTMENT

1. The National Parliamentarian shall be appointed by the National President and ratified by the National Board of Directors.
2. The term office shall be concurrent with the National Board that makes and approves the appointment.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

B. DUTIES

1. The Parliamentarian's responsibility is purely an advisory and consultative one. In consultation with the President, the Parliamentarian anticipates any problems that might arise and tries to avoid them as much as possible.
2. The Parliamentarian also must call to the chair's attention, as inconspicuous as possible, any error in the proceedings that could affect the substantive rights of any member or may otherwise do harm.
3. The Parliamentarian does not have a vote in any matter that may come before the National Board and should remain unbiased as much as possible.
4. The Parliamentarian will acquire and maintain a basic knowledge of the Bylaws and Policies and Procedures of the Corporation.

X. POSITION RESPONSIBILITIES: *National Sergeant-at-Arms*

A. APPOINTMENT

1. The National Sergeant-at-Arms shall be appointed by the National President and ratified by the National Board of Directors.
2. The term of office may be for a specified event or concurrent with that of the National Board that makes and approves the appointment.

B. DUTIES

1. The National Sergeant-at-Arms shall guard the meeting hall's door and direct attendees to the proper seating areas.
2. If a person, member or otherwise, refuses to obey the order of proper authority to leave the hall during a meeting, the chair may ask the National Sergeant-at-Arms to escort the individual(s) from the meeting.
3. The National Sergeant-at-Arms has the legal right to use such force as necessary to remove the offender from the hall.
4. The National Sergeant-at-Arms shall assist the chair as requested.

XI. POSITION RESPONSIBILITIES: *Special Advisor to VVA Committee*

A. PURPOSE



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

1. The purpose of instituting a position as Special Advisor to the Vietnam Veterans of America, Inc. Committees is to receive the best information communicated to the Associates of Vietnam Veterans of America, Inc.'s membership.
2. The National AVVA President, with the approval of the National Board of Directors, will appoint this position after the careful recommendation of the VVA Committee Chair.

B. DUTIES

1. The person appointed to this position will represent AVVA competently and reliably and be a viable entity to the committee they represent.
2. The Special Advisor must know the committee they represent and must report to the Board of Directors by filling out the form (**F-Fin04.05**) within ten (10) days of the committee meeting.
3. The Special Advisor must report any important information regarding upcoming legislative needs to the President so that the board can act appropriately on the situation.

XII. POSITION RESPONSIBILITIES: *Special Advisor to AVVA*

A. PURPOSE

1. Provides advice and counsel to the AVVA National Board of Directors and AVVA committees or programs.

B. QUALIFICATIONS

1. Must have specialized knowledge or expertise pertinent to their assignment.
2. Must be a Regular Member of AVVA or VVA.
3. Shall be appointed by the National President, or an AVVA Committee or Program Chair, with the approval of the National Board of Directors.

XIII. POSITION RESPONSIBILITIES: *National Committee Chairs*

A. DUTIES

1. The Committee Chair will provide leadership and guidance to the committee members to which they are appointed and participate in all business brought to or generated by their committee.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

2. The Committee Chair will communicate with the National Board of Directors and other Committee Chairs as needed or requested.
3. The Committee Chair will appoint members to their respective committee(s) with the approval of the National Board of Directors.
4. The Committee Chair will submit quarterly reports to the National Board of Directors to include all committee or chair activities during that quarter. Other reports may be requested by the National President or Board of Directors.
5. The Committee Chair will prepare and submit budget requests to the Finance Committee on an annual basis.

B. QUALIFICATIONS

1. The AVVA National President appoints National Committee Chairs with the approval of the National Board of Directors. The President carefully considers the individual qualifications for such positions, on a case-by-case basis, to best fulfill the needs of a given committee and the corporation.
2. The term of a National Committee Chair ordinarily coincides with the National Board of Directors' term during which they are appointed but is determined by the President with the Board of Directors' approval.
3. A Committee Chair may be removed from their position by the President, with board approval, for failure to perform their duties or for other causes as outlined in the AVVA Disciplinary Code.

XIV. POSITION RESPONSIBILITIES: *Unincorporated State Representative*

A. DUTIES

1. In their state, they must regularly communicate with all AVVA Incorporated Chapter Presidents, Unincorporated Chapter Representatives, At-Large Representatives, and Chapter POCs to ensure that they receive all necessary or interesting information.
 - a. Must inform all chapters within their state they must be approved to receive a roster, an AVVA Web/e-mail Roster Access Form must be filled out and sent to the AVVA Membership Committee Chair after each election. *(F-Mem07.10)*
2. Must communicate with the AVVA Regional Director regularly.
 - a. Part of this communication includes sending reports of your state's activities to your Regional Director every quarter.
3. Must lead the state within the guidelines of AVVA's Policies and Bylaws.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

4. Must mentor Chapter Presidents, Chapter Representatives, and POCs to ensure knowledge and compliance with AVVA's Policies and Bylaws.
5. The State Representative shall be the voting delegate at National Conventions. If the State Representative cannot attend a National Convention, they may appoint an alternate.

B. QUALIFICATIONS

1. Must be at least twenty-one (21) years of age.
2. Must have been an AVVA Regular Member in good standing, for at least three (3) years and have been actively involved with AVVA at least one (1) year.
3. Must have served as one or more of the following positions:
 - Incorporated Chapter or State Officer, or
 - Unincorporated Chapter or State Representative, or
 - National Officer, or
 - Official Delegate to State Meetings, or
 - Chair or Member of a National Committee
4. Must have good communication skills.

XV. POSITION RESPONSIBILITIES: *Incorporated Association State Officers*

A. DUTIES

1. **President:** The Incorporated State Association President will perform all duties found listed under the responsibilities of an Unincorporated State Representative (**Refer to Section 1 XIV. A. 1.-5.**), with the addition of the following:
 - a. Ensures that all forms, tax returns, documents, etc., required by the state are filed and copies sent to the National Office.
 - b. Oversees all financial records and accounts.
 - c. Ensures that all records, documents, forms, files, etc., are turned over to their successor at the end of their term within thirty (30) days. (**Ref. Section 5. XIV. Orderly Transition**)
 - d. Oversees the filing of the State Association's Annual Financial Report. This must be done sixty (60) days before the National Convention in an election year or by July 1st of non-election years.
2. **Vice President:** The Vice President shall assist the State President in all projects at the state level and shall assume the duties of the State President in their absence. If the State President cannot fulfill the responsibilities of the



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

office, the Vice President shall take the office of the State President until the end of the current term.

3. **Secretary:** The Secretary shall record and maintain minutes of all meetings held by the State Association. The Secretary is responsible for the accuracy and completeness of the minutes. They keep all pertinent information and files, except the financial records.
4. **Treasurer:** The Treasurer shall be responsible for maintaining the bank account and financial records of the State Association. The Treasurer shall give a financial report at all state-level meetings or as requested by the State Officers. The Treasurer shall assist the State President with all financial aspects of maintaining the State's Incorporation status.

B. QUALIFICATIONS – STATE PRESIDENT

1. Must be at least twenty-one (21) years of age.
2. Must have been an AVVA Regular Member in good standing, for at least three (3) years and have been actively involved with AVVA for at least one (1) year.
3. Must have served as one or more of the following positions:
 - Incorporated Chapter or State Officer, or
 - Unincorporated Chapter or State Representative, or
 - National Officer, or
 - Official Delegate to State Meetings, or
 - Chair or member of a National Committee
4. Must have good communication skills.

C. QUALIFICATIONS – STATE OFFICERS

1. Must be at least twenty-one (21) years of age.
2. Must have been an AVVA Regular Member in good standing for at least three (3) years and have been actively involved with AVVA for at least one (1) year.
3. Must have served as one or more of the following positions:
 - Incorporated Chapter or State Officer, or
 - Unincorporated Chapter or State Representative, or
 - National Officer, or
 - Official Delegate to State Meetings, or
 - Chair or member of a National Committee
4. The Vice President, Secretary, and Treasurer should demonstrate experience in chapter or state projects, committees, and other business, basic skills in the



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

area of their position, and be willing to be trained/mentored by the previously positioned officer in preparation for their office.

XVI. POSITION RESPONSIBILITIES: *Unincorporated Chapter Representative*

A. DUTIES

1. Must communicate with the AVVA members in your chapter.
2. Must communicate with your State President or State Representative regularly.
 - a. Part of this communication includes sending reports of your chapter's activities to your State Representative or State President every quarter, which will coincide with the deadline dates for the UPDATES Newsletter. Contact your State Representative or President at the end of each calendar year or periodically for dates.
 - b. Must register with the National Secretary for the National Information Distribution List. ***(Also known as the Flash Notice e-mail list)***
 - c. Must fill out the Web/e-mail Roster Access Form and submit it to the AVVA National Membership Committee Chair after each election to be approved to receive the chapter roster. ***(F-Mem07.10)***
3. Must lead the chapter within the guidelines of AVVA's Policies and Bylaws.
4. Shall be the voting delegate for their chapter at AVVA State Meetings. Should the Chapter Representative not attend the state meet, they may appoint an alternate.
5. Shall be the voting delegate for their chapter at AVVA National Conventions. Should the Chapter Representative not attend the National Convention, they may appoint an alternate.

B. QUALIFICATIONS

1. Must be at least twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for at least three (3) years and have been actively involved with AVVA for at least one (1) year. ***Exception:*** If it is a newly formed chapter holding their first election.
3. Must have served as one or more of the following positions:
 - Incorporated Chapter or State Officer, or
 - Unincorporated Chapter or State Representative, or
 - National Officer, or
 - Official Delegate to State Meetings, or



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

- Chair or member of a National Committee

XVII. POSITION RESPONSIBILITIES: *Incorporated Chapter Officers*

A. DUTIES

1. **President:** The Incorporated Chapter President shall perform all of the duties listed under the Unincorporated Chapter Representative (*Ref. Section 1 XIV.A.1.-5.*) with the addition of the following:
 - a. Ensures that all forms, tax returns, documents, etc., required for the chapter are filed and copies sent to the National Office.
 - b. Oversees all financial records and accounts.
 - c. Ensures that all records, documents, forms, files, etc., are turned over to their successor at the end of their term within thirty (30) days. (*Ref. Section 5 XIV. Orderly Transition*)
 - d. Oversees the filing of the Chapter Association's Annual Financial Report. This must be done sixty (60) days before the National Convention in an election year or by July 1st of non-election years.
2. **Vice President:** The Vice President shall assist the Chapter President in all projects at the chapter level and shall assume the duties of the Chapter President in their absence. If the Chapter President cannot fulfill the responsibilities of the office, the Vice President shall take the office of the Chapter President until the end of the current term.
3. **Secretary:** The Secretary shall record and maintain minutes of all meetings held by the chapter. The Secretary is responsible for the accuracy and completeness of the minutes. They keep all pertinent information and files, except the financial records.
4. **Treasurer:** The Treasurer shall maintain the chapter's bank account and financial records. The Treasurer shall give a financial report at all chapter-level meetings or as requested by the Chapter Officers. The Treasurer is responsible for filing all federal and state financial reports. The Treasurer shall assist the Chapter President with maintaining the Chapter's Incorporation status with all financial aspects.

B. QUALIFICATIONS – ALL OFFICER

1. Must be at least twenty-one (21) years of age.
2. Must be an AVVA Regular Member in good standing for at least three (3) months before the election, with no pending disciplinary actions against them.
Exception: If it is a newly formed chapter holding their first election.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

3. Must be actively involved with the AVVA Chapter to which they belong, as determined by the majority of the chapter members, and must possess the essential skills for the position they seek.

XVIII. POSITION RESPONSIBILITIES: *At-Large Representative*

A. DUTIES

1. An AVVA At-Large Representative may be elected to represent all At-Large members within a state.
2. Will communicate with the At-Large Members within their state to keep them informed of events, programs, and projects developed by AVVA on a national and state level.
3. Will communicate with the Incorporated State Association President, or the Unincorporated State Representative, to keep them informed of At-Large Member concerns.
 - a. Must register with the National Secretary for the National Information Distribution List. (***Also known as the Flash Notice e-mail list.***)
4. Shall be the voting delegate for the At-Large Members at AVVA state meetings. Should the At-Large Representative be unable to attend the state meet, they may appoint an alternate from the remaining At-Large Members in the state.
5. Shall be the voting delegate for the At-Large Members at AVVA National Conventions. Should the At-Large Representative be unable to attend the National Convention, they may appoint an alternate from the remaining At-Large Members of the state.

B. QUALIFICATIONS

1. Must be at least twenty-one (21) years of age.
2. Must be an AVVA Regular At-Large Member in good standing within the state that they will hold the position for at least three (3) months before the election, with no pending disciplinary action against them.
3. Must be currently involved in veteran issues.

XIX. POSITION RESPONSIBILITIES: *Point of Contact – State or Chapter Levels*

A. DUTIES



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

1. The Point of Contact (POC) will represent a state or a chapter of AVVA in the absence of a State Representative, or State President or Chapter Representative or Chapter President (respectively) in the following ways:
 - a. The POC will help facilitate the gathering and distribution of information to and from their state or chapter (respectively).
 - b. The POC will notify their state or chapter (respectively) of any problems or events pertinent to the other members in their area.
 - c. The POC will contact the National Secretary to request they be added to the "Flash Notice" list so that they may receive information from the National Board.
 - d. The POC on any level is not a delegate to any elections or conventions, as this is not an elected position.

B. QUALIFICATIONS

1. A POC must show the ability to communicate via e-mail and U.S. mail and must be willing to keep communication flowing between their group and the other levels of the organization.

XX. POSITION RESPONSIBILITIES: *Election Chair State or Chapter Levels*

A. DUTIES

1. The State or Chapter Election Chair will follow all policies and procedures of AVVA for elections over which they are presiding. If they deem it necessary, they may appoint a committee to aid them in their duties.
2. Once an election date is chosen, the Election Chair will oversee notifications to all affected members of any election they preside to file letters of intent to run for office (who to send them to, and by what date they must be received).
3. The Election Chair will receive all letters of intent and other pertinent documents relating to any election they preside.
4. The Election Chair will disseminate the election date, time, place, a list of candidates, and any available biographies of said candidates to all affected members of the state or chapter for the election over which they preside.
5. The Election Chair will count and report all votes presented to them in any election they preside over. The Chair may appoint an election teller to count votes and report back to them.
6. The Election Chair will submit all required election documents to the proper person, the Regional Director (for state-level elections, or the State President or Representative for chapter-level elections) within thirty (30) days of the date on which state or chapter elections are held.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 1

B. QUALIFICATIONS

1. The AVVA State Representative or President, or the Chapter Representative or President (respectively), appoints the local Election Committee Chair. The selected person must be at least twenty-one (21) years of age and must be a Regular Member in good standing AVVA or VVA.
2. Must be willing and able to follow the state or chapter election procedures, as specified in the elections section of the AVVA Policies and Procedure Manual.
3. The Election Chair is **NOT** exempt from seeking or holding a state and chapter-level position and voting in any election they are presiding over.