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When making decisions or taking actions on behalf of AVVA, all officers, directors, representatives, or other agents shall be mindful of the practical and ethical implications of each decision or action, 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 which 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 shifting needs of the Veteran and their family.
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 is the special advisor to the VVA board of directors.
7. The national president serves as a non-voting ex-officio member of all committees and taskforces except the disciplinary and elections committees. (*See Bylaws Article V.*)
8. The national president is the Chief Executive Officer of the Corporation.
9. The national president appoints all committee chairs and taskforce chairs, subject to approval of the board of directors.



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10. The national president enforces compliance with the corporate Bylaws.
11. As an officer of the Corporation, the national president will have an in-depth working knowledge of the mission and programs of the Corporation.
12. The national president is committed to AVVA's Core Values, mission, goals and services.
13. The national president is committed to AVVA's responsibilities of governance and management.
14. The national president, along with the national treasurer, approves all disbursements.

B. QUALIFICATIONS

1. Must be at least twenty-one years of age.
2. The person interested in the office of president shall be an AVVA Regular Member in good standing for a minimum of three (3) years, with no outstanding disciplinary procedures.
3. The individual must have held a position in AVVA as chapter representative or a chapter officer, state representative or a state officer, AVVA regional director, or another national officer.
4. The individual must have highly developed personal skills.
5. The individual must have the ability to assess important data and information.
6. The individual must have the ability to evaluate numerous factors and select the best course of action for the good of the Corporation.
7. The individual must have highly developed communication skills.
8. The individual must have access to Microsoft Word and Excel and be able to effectively use, or is willing to learn how to use, both programs.
9. The individual must be knowledgeable of the duty of care, duty of loyalty, duty of compliance, and fiduciary duty for which board members are held liable.
10. The individual must be skilled in working with confidential materials and honoring the confidentiality of sensitive matters.



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II. POSITION RESPONSIBILITIES: *National Vice-President*

A. DUTIES

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 gives assistance to 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 his or her 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, to notify the AVVA national president.
7. The national vice-president serves as a non-voting ex-officio member of all committees and taskforces.
8. The national vice-president is the Chief Operating Officer of the Corporation.
9. The national vice-president monitors all committees and taskforces.
10. The national vice-president ensures that all committees and taskforces properly and fully report as required.
11. As an officer of the Corporation, the national vice-president shall have an in-depth working knowledge of the mission and programs of the Corporation.
12. The national vice-president is committed to AVVA's Core Values, mission, goals and services.



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13. The national vice-president is committed to AVVA's responsibilities of governance and management.

B. QUALIFICATIONS

1. Must be at least twenty-one years of age.
2. The person interested in the office of vice-president shall be an AVVA Regular Member in good standing for a minimum of two (2) years, with no outstanding disciplinary procedures.
3. The individual must have held a position in AVVA as chapter representative or a chapter officer, state representative or a state officer, AVVA regional director, or another national officer.
4. The individual must have highly developed personal skills.
5. The individual must have the ability to be a constructive team member and a helping hand to the president.
6. The individual must have highly developed communications skills.
7. The individual must have access to Microsoft Word and Excel and be able to effectively use, or is willing to learn how to use, both programs.
8. The individual must be knowledgeable of the duty of care, duty of loyalty, duty of compliance, and fiduciary duty for which board members are held liable.
9. The individual must be skilled in working with confidential materials and honoring 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 executive, board of directors, and annual meetings.
2. The national secretary shall distribute a draft copy of the minutes to all board members within seven (7) days of any meeting.
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 custodian of the corporate records.



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5. The national secretary ensures that the seal of the Corporation is affixed to all documents when authorized by the board of directors, or otherwise in accordance with the Bylaws. The seal is housed in the National Office.
6. The national secretary performs and handles all correspondence at the discretion of the president.
7. The national secretary notifies all board members of upcoming board meetings.
8. The national secretary is the keeper of pertinent information and files.
9. The national secretary shall also ensure timely distribution of the amended Bylaws to each state and chapter voting delegate of record, following each national convention.
10. The national secretary shall submit amended bylaws and policies to the AVVA Webmaster within three (3) weeks of the date amended.
11. The national secretary shall be available to assist committee chairs, other officers and board members with form revisions.
12. The national secretary is responsible for maintaining an up-to-date motion log.
13. The national secretary serves as a non-voting ex-officio member of all committees and taskforces.
14. The national secretary keeps the other officers advised on all administrative and disciplinary matters.
15. As an officer of the Corporation, the national secretary shall have an in-depth working knowledge of the mission and programs of the Corporation.
16. The national secretary is committed to AVVA's Core Values, mission, goals, and services.
17. The national secretary is committed to AVVA's responsibilities of governance and management.

B. QUALIFICATIONS

1. The person interested in the office of secretary shall be an AVVA Regular Member in good standing for a minimum two (2) years, with no outstanding disciplinary procedures.
2. The individual must have held a position in AVVA as chapter representative or a chapter officer, state representative or a state officer, AVVA regional director, or another national officer.



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3. The individual must have highly developed secretarial skills and have the ability and willingness to do the minutes.
4. The individual must keep track of calendar events.
5. The individual must maintain a filing system for records at the National Office.
6. The individual must have access to Microsoft Word and Excel and be able to effectively use, or is willing to learn how to use, both programs.
7. The individual must be knowledgeable of the duty of care, duty of loyalty, duty of compliance and fiduciary duty for which Board members are held liable.
8. The individual must be skilled in working with confidential materials and honoring the confidentiality of sensitive matters.

IV. POSITION RESPONSIBILITIES: *National Treasurer*

A. DUTIES

1. The national treasurer maintains contact with the national staff in regards to the financial records of the Corporation.
2. The national treasurer keeps the national president informed on AVVA's assets and debits.
3. The national treasurer oversees the banking transactions acted upon by the VVA Finance Department, who receives and gives receipts for monies due and payable to the Corporation from any source whatsoever, and deposits all such monies in the name of the Corporation in such banks, depositories or trust companies as shall be selected by the board of directors, and makes sure the bills and checks are sent out in a timely manner.
4. The national treasurer and the national president approve all disbursements and, if there is any question in regard to a requested disbursement, shall discuss said disbursement with the board of directors of AVVA.
5. The national treasurer sends quarterly unaudited Financial Statements, which he/she receives from the national staff, out to all of the board of directors.
6. The national treasurer is a working member of the AVVA Finance Committee.
7. The national treasurer oversees the preparation of the annual budget.
8. The national treasurer participates in the presentation of the annual budget to the board of directors.



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9. The national treasurer oversees the preparation of the annual IRS form 990 and sends it to the board of directors for approval.
10. As an officer of the Corporation, the national treasurer must have an in-depth working knowledge of the mission and programs of the Corporation.
11. The national treasurer is committed to AVVA's Core Values, mission, goals, and services.
12. The national treasurer is committed to AVVA's responsibilities of governance and management.

B. QUALIFICATIONS

1. Must be at least twenty-one (21) years of age.
2. The person interested in the office of treasurer shall be an AVVA Regular Member in good standing for a minimum of two (2) years, with no outstanding disciplinary procedures.
3. The individual must have held a position in AVVA as chapter representative or a chapter officer, state representative or a state officer, AVVA regional director, or another national officer.
4. The individual must have highly developed financial management skills.
5. The individual must have the ability to keep the organization financially stable.
6. The individual must have access to Microsoft Word and Excel and be able to effectively use, or is willing to learn how to use, both programs.
7. The individual must be knowledgeable of the duty of care, duty of loyalty, duty of compliance and fiduciary duty for which board members are held liable.
8. The individual must be skilled in working with confidential materials and honoring the confidentiality of sensitive matter.

V. POSITION RESPONSIBILITIES: *National Regional Director*

A. DUTIES

1. The national regional director is the voice of each state that they represent, and communicates any issues, functions, calendar dates of activities, and ideas to the AVVA National Board of Directors. They must be responsive to all questions and



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concerns brought by the membership in said region; these concerns and questions will be brought to the national board of directors.

2. The regional director will establish a rapport with the state presidents, state representatives, and POCs in their region through any reasonable means necessary, in order to gain a working relationship with each state; introduce him or herself and distribute contact information.
3. The regional director establishes a Regional Disciplinary Committee from their prospective states, which must be approved by the board of directors.
4. The regional director receives the membership roster for their region on a monthly basis.
5. The 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.
6. The regional director is committed to AVVA's Core Values, mission, goals, and services.
7. The regional director submits articles to the UPDATES by the announced deadline.
8. The regional director submits an After-Action Report for financial expenditures within thirty (30) days of travel.
9. The regional director submits a proposed budget for the upcoming fiscal year by the announced deadline.
10. The regional director submits a report to the board of directors before each scheduled board 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 regional director will participate in online education offered by the national president as a continuing education tool.

B. QUALIFICATIONS

1. The individual interested in the position of regional director shall be an AVVA regular member in good standing for a minimum of two (2) years, with no outstanding disciplinary procedures. (*Bylaws Article IV: Section 4.02*)



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2. The individual must have held a position in AVVA as an officer or a representative at the chapter or state level.
3. The individual must actively participate in a state within the region they want to represent. (*Bylaws Article IV: Section 4.03*)
4. The individual must have access to Microsoft Word and Excel and be able to effectively use, or is willing to learn how to use, both programs.
5. The individual must adhere to the duties of care, loyalty, compliance, confidentiality, and the fiduciary duty for which board members are held liable.
6. The individual must be skilled in working with confidential materials and honoring 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, in the event the regional director is unable to perform his or her duties. (*SECTION I: subsection V.A*)
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/or national 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 will participate in online education offered by the national president as continuing education.

B. QUALIFICATIONS

1. The individual interested in the position of deputy regional director shall be an AVVA regular member in good standing for a minimum of two (2) years, with no outstanding disciplinary procedures. (*Bylaws Article IV: Section 4.03*)
2. The deputy regional director must actively participate in a state within the region they want to represent. (*Bylaws Article IV: Section 4.03*)
3. The deputy regional director should have held an elected office in AVVA at the chapter, state or national level.



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4. The individual must have access to Microsoft Word and Excel and be able to effectively use, or is willing to learn how to use, both programs.
5. The individual must adhere to the duty of care, duty of loyalty, duty of compliance, confidentiality, and fiduciary duty for which board members are held liable.

VII. POSITION RESPONSIBILITIES: *Database Manager*

A. APPOINTMENT

1. The database manager is appointed by the national president 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 as immediately as possible 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, as immediately as possible after the entry deadlines. (See P&P section V for deadline dates)
3. When the database manager receives information changes about elected persons in AVVA they will enter that information as immediately as possible into the election database document and will 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 policy and procedure manual.



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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.
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 supplied for recording the when, where, why and who of each photo.
3. At the end of each event, the SD card and notebook will be turned over to an AVVA pre-assigned officer.
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.



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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 of office shall be concurrent with that of the national board that makes and approves the appointment.

B. DUTIES

1. The parliamentarian's responsibility is purely an advisory and consultative one. The parliamentarian, in consultation with the president, anticipates any problems that might arise and tries to avoid same as much as possible.
2. It is also the duty of the parliamentarian to call to the attention of the chair, as inconspicuously 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 it may be concurrent with that of the national board who makes and approves the appointment.

B. DUTIES

1. The national sergeant-at-arms shall guard the door of the meeting hall and shall 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.



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3. The national sergeant-at-arms has the legal right to use such force as is necessary to remove the offender from the hall and no more.
4. The national sergeant-at-arms shall assist the chair as requested.

XI. POSITION RESPONSIBILITIES: *Special Advisor*

A. PURPOSE

1. The purpose of instituting a position as Special Advisor to the Vietnam Veterans of America, Inc. committees is to receive the best information that can be 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 careful recommendation of the VVA committee chair.

B. DUTIES

1. The person so appointed to this position will represent AVVA in a competent and reliable way, and be a viable entity to the committee they represent.
2. The special advisor must have knowledge of the committee they represent and must report to the board of directors by filling out the form F-Fin04.10 within ten (10) days of the committee meeting.
3. It is especially important that the special advisor report to the president any significant information regarding upcoming legislative needs 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/or 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.



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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 members of the committee to which they are appointed and participate in all business brought to or generated by their committee.
2. The committee chair will communicate with the national board of directors and with other committee chairs as needed or as requested.
3. The committee chair will appoint members to their respective committee(s), with the approval of the national board of directors.
4. Committee chairs will submit quarterly reports to the national board of directors, to include all activities involving that committee or chair during that quarter. Other reports may be requested by the national president or board of directors.
5. Committee chairs 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, in order 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 approval of the board of directors.
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.



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XIV. POSITION RESPONSIBILITIES: *Unincorporated State Representative*

A. DUTIES

1. Must communicate with all AVVA incorporated chapter presidents, unincorporated chapter representatives, at-large representatives, and chapter POCs, in their state on a regular basis to ensure that they are receiving all necessary or interesting information.
 - a. Must inform all chapters within the state that to be approved to receive a roster, an AVVA Web/Email Roster Access Form must be filled out and sent to the AVVA Membership Committee Chair after each election. (See FORMS/Membership forms at the AVVA website)
2. Must communicate with the AVVA regional director on a regular basis.
 - a. Part of this communication includes sending reports of your state's activities to your regional director on a quarterly basis, which dates will coincide with the deadline dates for the UPDATES Newsletter. Contact your regional director 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 email list.)
3. Must lead the state within the guidelines of AVVA's policies and bylaws.
4. Must mentor chapter presidents, chapter representatives, and POCs to ensure knowledge and compliance of AVVA's policies and bylaws.
5. The state representative shall be the voting delegate at national conventions, and shall vote in accordance with the wishes of their state. 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 one (1) year, with no pending disciplinary actions against them.
3. Must have served as an incorporated chapter or state officer, a chapter or state representative, a national officer, an official delegate to state meetings, a chair or member of a national committee, or have been *actively involved* in AVVA for at least one Year (1).
4. Must have good communication skills.



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XV. POSITION RESPONSIBILITIES: *Incorporated Association State Officers*

A. DUTIES

1. **President:** The incorporated State Association president will perform all duties found listed under the duties of an unincorporated state representative (Sec. 1.XIII.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 at the end of their term, all records documents, forms, files, etc., are turned over to their successor within thirty (30) days. (See Sec. 5.XII. Orderly Transition.)
 - d. Oversees the filing of the State Association's Annual Financial Report. This must be done sixty (60) days prior to the national convention in an election year, or by July 1st of non-election years.
2. **Vice-President:** The vice-president shall give assistance to the state president in all projects at the state-level, and shall assume the duties of the state president in his/her absence. In the event that the state president cannot fulfill the duties of the office, the vice-president shall assume the office of 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. He/she is the keeper of all pertinent information and files with the exception of 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 the maintenance of 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 one (1) year, with no pending disciplinary actions against them.
3. Must have served as an incorporated chapter or state officer, a chapter or state representative, a national officer, an official delegate to state meetings, a chair or member of a national committee, or have been *actively involved* in AVVA for at least one Year (1).



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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 one (1) year prior to the election, with no pending disciplinary actions against them.
3. The vice-president, secretary and treasurer should demonstrate experience in chapter or state projects, committees, other business, basic skills in the 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 on a regular basis.
 - a. Part of this communication includes sending reports of your chapter's activities to your state representative or state president on a quarterly basis, which dates 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 email list.)
 - c. Must fill out the We/Email Roster Access Form and submit it to the AVVA National Membership Committee chair after each election to be approved to receive the chapter roster. (See FORMS/Membership forms at the AVVA website)
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 be unable to attend the state meeting, he/she may appoint an alternate.
5. Shall be the voting delegate for their chapter at AVVA national conventions. Should the chapter representative be unable to attend the national convention, he/she may appoint an alternate.



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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) months prior to election, with no pending disciplinary action against them. **Exception:** If it is a newly formed chapter holding their first election.
3. Must have been actively involved in the AVVA chapter to which he/she belongs, as determined by the majority of the members of that chapter.

XVII. POSITION RESPONSIBILITIES: *Incorporated Chapter Officers*

A. DUTIES

1. **President:** The incorporated chapter president shall perform all of the duties listed under unincorporated chapter representative (Sec. 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 at the end of their term, all records documents, forms, files, etc., are turned over to their successor within thirty (30) days. (See Sec. 5.XIII. Orderly Transition.)
 - d. Oversees the filing of the chapter association's Annual Financial Report. This must be done sixty (60) days prior to the national convention in an election year, or by July 1st of non-election years.
2. **Vice-President:** The vice-president shall give assistance to the chapter president in all projects at the chapter-level and shall assume the duties of the chapter president in his/her absence. In the event that the chapter president cannot fulfill the duties of the office, the vice-president shall assume the office of 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. He/she is the keeper of all pertinent information and files with the exception of the financial records.
4. **Treasurer:** the treasurer shall be responsible for maintaining the bank account and financial records of the chapter. 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



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assist the chapter president with all financial aspects of the maintenance of the chapter's incorporation status.

B. QUALIFICATIONS – ALL OFFICERS

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 prior to the election, with no pending disciplinary actions against them. **Exception:** If it is a newly formed chapter holding their first election.
3. Must be actively involved in the AVVA chapter to which he/she belongs, as determined by the majority of the members of that chapter and must possess the basic 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 email 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 meeting, he/she 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, he/she 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.



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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 prior to the election, with no pending disciplinary action against them.
3. Must be currently involved in Veteran issues.

XIX. POSITION RESPONSIBILITIES: *Point of Contact (POC)*

A. DUTIES

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 a chapter representative or chapter president (respectively) the following ways:
 - a. The POC will help to 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 that are 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 email 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: *State or Chapter Election Chair*

A. DUTIES

1. The state or chapter election chair will follow all policies and procedures of AVVA for elections over which they are presiding. They may, if they deem necessary, 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 over which they preside, as to the filing of letters of intent to run for office (who to send them to, and by what date they must be received).



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3. The election chair will receive all letters of intent, and other pertinent documents relating to any election over which they preside.
4. The election chair will disseminate the election date, time, and place as well as 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 as presented to them, in any election over which they preside. 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, (regional director for state-level elections, or state president or representative for chapter-level elections) within thirty (30) days of the date on which state or chapter elections are held.

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 of AVVA, or of VVA.
2. Must have a willingness and ability to follow the procedures for a state or chapter election, as specified in the elections section of the AVVA Policy and Procedure Manual.
3. The election chair is NOT exempt from seeking or from holding a position at the state and/or chapter level and voting in any election over which they are presiding.