

TABLE OF CONTENTS
P&P MANUAL SECTION 3
NATIONAL COMMITTEES

ALPHABETICAL LIST OF NATIONAL COMMITTEES -----	1
OBLIGATIONS OF COMMITTEES -----	1
OVERVIEW OF COMMITTEE DUTIES -----	2
AMERICAN FLAG ETIQUETTE -----	2
AVVA VISTA -----	2
AWARDS -----	2
BYLAWS -----	2
DISCIPLINARY -----	3
ELECTIONS -----	3
FINANCE -----	3
GOVERNMENT AFFAIRS -----	3
INCORPORATION -----	4
LEADERSHIP DEVELOPMENT -----	4
MEMBERS IN THE JUSTICE SYSTEM -----	4
MEMBERSHIP -----	4
POLICIES AND PROCEDURES -----	4
PRODUCT SALES -----	5
PUBLIC AND MEDIA RELATIONS -----	5
SCHOLARSHIP -----	5
SPOUSAL AND SURVIVOR BENEFITS -----	5
STRATEGIC PLANNING -----	6
TOXIC EXPOSURE -----	6
WEBSITE -----	6



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 3

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. The American Flag Etiquette Program Committee
2. AVVA VISTA Program Committee
3. Awards Committee
4. Bylaws Committee
5. Disciplinary Committee
6. Elections Committee
7. Finance Committee
Product Sales Subcommittee
8. Government Affairs Committee
9. Incorporation Committee
10. Leadership Development Committee
11. Members in the Justice System Committee
12. Membership Committee
13. Policies and Procedure Committee
14. Public & Media Relations Committee
Newsletter Subcommittee
15. Spousal and Survivor Benefits Committee
16. Strategic Planning Committee
17. Toxic Exposure Committee
18. Website Committee

B. Committees and subcommittees may be added or removed as the organization's structure, and needs evolve.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 3

- C. Committee appointments will run concurrently with the term of the appointing board's term or maybe for a specified length of time.
- D. All committees write corporation policies 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 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. THE AMERICAN FLAG ETIQUETTE PROGRAM (*Ref. Committee and Program Policies: Section 11 II. for details*)

- 1. The American Flag Etiquette Program Committee distributes the "Liberty and Justice for All" booklet to our members upon request. It is designed for educating and/or recruiting purposes.
- 2. The Committee's goal is to revive, restore, and renew allegiance and respect to the American Flag.

B. AVVA VISTA (*Ref. Committee and Program Policies: Section 11 IV. 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.
 - a. Hours spent in representation of other organizations (e.g. American Legion, Elks, VFW etc.) cannot be counted.

C. AWARDS (*Ref. Committee and Program Section 11 V. for details*)

- 1. The Awards Committee gathers nominations and selects the AVVA Member of the Year and Fellowship Awards, recipients.
- 2. These awards are presented to the recipients at the AVVA National Convention and the AVVA Education and Leadership Conference.

D. BYLAWS (*Ref. Committee and Program Policies Section 11 VI. for details*)



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 3

1. The Bylaw Committee advises the national board regarding interpretations or revisions of the AVVA Bylaws by guidelines and determination of the Corporation.
2. The Bylaws Committee works in conjunction with the Incorporation Committee during the process of Incorporating Subsidiaries and in conjunction with disciplinary bodies when disciplinary action is imminent, pending, or in operation.

E. DISCIPLINARY (Ref. Committee and Program Policies Section 11 VIII. for details)

1. The Disciplinary Committee is charged with being knowledgeable of the Policies and Procedure Manual, particularly in discipline and the interpretation of the Disciplinary Code.
2. The Committee Chair communicates with the national president, the appropriate national and regional director, legal counsel, and parties involved in disputes 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.

F. ELECTIONS (Ref. Committee and Program Policies Section 11 IX. for details)

1. The Elections Committee oversees the election process at the national, state, and chapter levels, including verification of all proposed national candidates and delegates. The committee writes policies concerning election processes, candidate qualifications, and office duties.
2. The Elections Committee is impartial to the outcome of all elections. They neither campaign for nor endorse candidates. Members of the Election Committee do not have to resign their respective committee positions if they run for any office. However, such Election Committee members cannot be present in any location where ballots are held, collected, or counted. *(Ref. Bylaws Article III. Section 3.07 d.)*

G. FINANCE (Ref. Committee and Program Policies Section 11 X. for details)

1. The Finance Committee is responsible for handling, recording, reporting, and safeguarding the corporation's assets. The committee prepares the annual budget for board approval, working with the treasurer. 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.

H. GOVERNMENT AFFAIRS (Ref. Committee and Program Policies Section 11 XI. for details)



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 3

1. The Government Affairs Committee monitors all legislative activities pertinent to any issues affecting the well-being of veterans and their families while striving to secure those rights.
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 written or electronic communication forms.
4. The Government Affairs Committee shall coordinate and educate the AVVA Legislative Coordinators with updates being provided as received.

I. INCORPORATION (Ref. Committee and Program Policies Section 11 XII. 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.

J. LEADERSHIP DEVELOPMENT (Ref. Committee Program and Policies Section 11 XIV. for details)

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.

K. MEMBERS IN THE JUSTICE SYSTEM (Ref. Committee and Program Policies Section 11 XIV. for details)

1. The purpose of the Members in the Justice System Committee is to function as a liaison between Incarcerated Members and local chapters, state and national.

L. MEMBERSHIP (Ref. Committee Programs and Policies Section 11 XVII. for details)

1. The Membership Committee Chair works with the National Membership Department to ensure accurate and timely distribution of rosters, development of brochures, and answers to questions concerning all aspects of membership.
2. The Membership Committee works with the Election Committee and any other AVVA Committees or subcommittees that require its assistance.

M. POLICIES AND PROCEDURE (Ref. Committee and Program Policies Section 11. XIX. for details)



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 3

1. The Policies 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 Policies and Procedure Committee is available to assist national committees in writing policies if requested.
3. The process for proposals for change to the Policies and Procedure Manual can be found in Section 6 of the Policies and Procedure Manual. The current forms to request changes in the Policies and Procedure can be found on the AVVA Website, under the 'Forms' link. www.avva.org/forms.html

N. PRODUCT SALES

1. Product Sales is a subcommittee of the Finance Committee.
2. The Product Sales Committee oversees the sales and storage of AVVA products sold directly by AVVA, if any, or AVVA specialty products that may have temporary availability.
3. Persons working on national product sales will not accept items for sale, other than donations to AVVA, from any entity with whom there is no current MOU.

O. PUBLIC & MEDIA RELATIONS (*Ref. Committee and Program Policies Section 11 XXI. for details*)

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 forms.
3. The Public & Media Relations Committee should train the levels of the organization on how to present information concisely and professionally.
4. The Public & Media Relations Committee prepares and presents press releases and other information to the news media and the AVVA membership.
5. The president approves all press releases sent before publication.
6. The Public Relations Committee will be responsible for maintaining an online source of information available to the membership.

P. SCHOLARSHIP COMMITTEE (*Ref. Committee and Program Policies Section 11 XXII. for details*)



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 3

1. The Scholarship Committee is responsible for keeping the Scholarship Program current, overseeing advertising and exposure of the program, and processing applications for the individual scholarship grants.

Q. SPOUSAL AND SURVIVOR BENEFITS (Ref. Committee and Program Policies Section 11 XXIV. for details)

1. The Spousal and Survivor Benefits Committee works closely with a VA certified Service Officer to monitor all spousal and survivor benefits. They coordinate with the Government Affairs Committee on various issues of legislation that affect the families of veterans eligible for Veterans Administration Benefits.
2. The committee strives to educate the families of all veterans and bring awareness of the benefits entitled to them because of their veteran's service.

R. STRATEGIC PLANNING (Ref. Committee and Program Policies Section 11 XXV. 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 plans.
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 accomplish our goals.

S. TOXIC EXPOSURE (Ref. Committee and Program Policies Section 11 XXVI. for details)

1. The Toxic Exposure Committee shall accumulate and disseminate information regarding Toxic Exposure/Dioxins and actively pursue the recognition of presumptive disabilities from exposure to Agent Orange and Dioxins of ALL wars by the Department of Veterans Affairs. The committee shall aid states, chapters, and service programs in overseeing these related problems. It will encourage and foster the sponsorships of legislation to help the victims of Agent Orange and Dioxin.
2. The committee shall encourage scientific medical research in Dioxin-related ailments regarding our veterans and their families and educate the public on the continued use of Dioxins found in Agent Orange on public lands. The committee shall design a program that will be universal in educating the medical practitioners about the exposures to toxins and their long-term and generational effects that our veterans and their families are experiencing.

T. WEBSITE (Ref. Committee and Program Policies Section 11 XXVII. for details)

1. The AVVA Website is a source of information and guidelines for membership. It includes upcoming event details, current Bylaws, current policies 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.



Associates of Vietnam Veterans of America, Inc.

POLICIES and PROCEDURES

§ 3

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.