

**EXECUTIVE DIRECTOR POSITION
VIETNAM VETERANS OF AMERICA
WISCONSIN STATE COUNCIL**

The position of Executive Director within the Vietnam Veterans of America, Wisconsin State Council is responsible to the State Council President.

GENERAL RESPONSIBILITIES

Works with the State Council President to fulfill the organization's mission by:

- a. Maintaining and developing resources that would support the mission of the Vietnam Veterans of America, Wisconsin State Council.
- b. Communicating with the State Council President and Regional Directors in a timely and accurate manner, all information necessary for the State Council to function properly and make informed decisions.
- c. Continuing open communication with State and Local governments to support the mission of the Vietnam Veterans of America, Wisconsin State Council.
- d. Attend meetings with State and Local Officials as assigned or necessary at the direction of the State Council President.

This is an appointed position and approved by the Wisconsin State Council. The position will be within the Wisconsin State Council budget.