



PROCEDURE OF OFFICE DEPARTMENT OF OHIO VAVS AND OHIO VETERANS HOME REPRESENTATIVES

- As a VAVS and OVH Representative you are a Department Officer and are required to prepare reports for Fall and Mid-Winter Conferences and Department Convention Books. These reports should state your activities and must also include a breakdown of finances (expenditures, deposits, and balances). Reports must be sent to the President, First Vice President, and Parliamentarian. Once approved by the President she will advise the Department Secretary that the report is correct and can be included in the Conferences/Convention Book. A copy of all reports should also be sent to the Department Hospital Officer. Dates when these Reports are due will be determined by the President.
- You are to prepare a Floor Report where you report anything that has happened at your Facility after your Report for the Conferences/Convention Books were sent to Department. A copy of your Floor Report is to be given to the President, First Vice President, Parliamentarian, and Department Secretary at the Friday Officers' Meeting.

You are to complete a VAVS Financial Report Form to be given to the Hospital Officer at Fall and Mid-Winter Conferences and Department Convention. (Copy attached). This form includes a listing of dates monies were spent, where monies were spent, a description of what monies were spent for, the amount of monies spent, and balances. There are also questions to be answered about events you have held, whether you and your Deputies have attended Quarterly Meetings and listing any upcoming events. You must also have copies of receipts, bank statements, and your check book. These documents will be reviewed by the Hospital Officer at Fall and Mid-Winter Conferences and Department Convention.

This form along with attachments must be given to the Hospital Officer at the VAVS Meeting on Friday.

The above guidelines must be followed in order to receive Per Diem and VAVS Department allowances. Once the Hospital Officer has reviewed

the documentation and determine that the requirements are met by the VAVS and OVH Representatives, she will notify the Treasurer so checks can be issued.

These requirements must be met to protect both the VAVS and OVH Representatives and Department of Ohio AMVETS Ladies Auxiliary should there be an audit by an outside agency.

- Any monies donated to VAVS and OVH Representatives from a Local Auxiliary or private donor are not included in their VAVS balance; however, it must be shown on their report, but is subtracted from the monies received from Department.
- If you are unable to attend a Conference or Convention you may send one of your Deputies to represent you. She will receive *per diem*. You must notify the President, Parliamentarian and Hospital Officer that you cannot attend and who will represent you. This must be done within an appropriate time frame.
- Thank You notes should be sent to Auxiliaries or any outside donors for monies or items donated for your Facility.
- As a Department Officer you are required to maintain a complete file of all materials pertaining to your office. This includes copies of correspondence and copies of the VAVS Financial Forms and attachments that are given to the Hospital Officer at Conferences and Convention pertaining to your financial requirements.
- VAVS Representatives are the contact person with Center for Development and Civic Engagement (hereafter CDCE). The Representative is the one who sets up all events in their facility with CDCE. The Deputies do not schedule events, they are there to assist you.
- Events in the VA Medical Centers are to only be scheduled through CDCE, not through the Unit where they intend to have an event.
- The names of the VAVS and OVH Representatives, are put in a hat and one name is drawn at Fall Conference each year to determine who will represent the Department of Ohio at the National Advisory Council (NAC) Meeting that is held in the Spring of each year. A second name is drawn as an alternate in the event the first person drawn is unable to attend. The Department Hospital Officer is eligible for this drawing.

Department of Ohio pays for air fare or mileage (whichever is less) and One Thousand Dollars (\$1,000.00) for expenses. As soon as the person attending is

made aware of the date of the NAC, she needs to submit a voucher for the One Thousand Dollars (\$1,000.00) and either the cost of her flight (a copy of receipt attached) or the amount of mileage if she is driving.

When the NAC Meeting is to be held in Ohio, usually the five (5) VA Hospital Representatives are allowed to go. The Hospital Officer will meet with the Treasurer and President to discuss the availability of funds to send the five (5) VA Hospital Representatives to that NAC Meeting. If funds are available, the Hospital Officer will then meet with the Representatives to discuss how many rooms the Department will pay for and what expenses will be covered.

- In September of each year, the VAVS Representatives are required to meet with the Chief of CDCE at your facility to complete your *Annual Joint Review* (AJR). You should call your Chief of Voluntary Services to schedule your AJR appointment. Please make sure that your Chief has the current name, address, and phone numbers of both the Department Hospital Officer and the National AMVETS Auxiliary VAVS Representative. Upon completion of your AJR a copy is sent to our National AMVETS Auxiliary VAVS Representative for her records by your Chief of CDCE. Please ask your Chief to provide you with a signed copy of your AJR for your records. Please forward a copy to the Department Hospital Officer.
- It is your responsibility to train Local Auxiliaries who have members that volunteer at your Facility regarding the proper use of Donation Slips and entering their hours spent volunteering. You can give the Donation Slips to someone in the CDCE Department. Your time is usually entered on a computer in CDCE. In order for National AMVETS and AMVETS Ladies Auxiliaries to receive credit for hours, cash donations, and donated items, your hours and the Donation Slips must be completed and given to CDCE.

Things to Remember:

- Attend VAVS Committee Meetings – 4 per year.
- Prepare your Reports for the Fall and Mid-Winter Conferences and Department Convention.
- Prepare a Floor Report for Fall and Mid-Winter Conferences and Department Convention.
- Complete Annual Joint Review (done in person, phone, mail, or e-mail). Mail a copy of your AJR to the Department Hospital Officer for her records and so she can send a copy to the National VAVS Representative. (Sometimes Chief's forget to send them to National).
- Complete Donation Forms for all donations at your Facility.
- Make sure you register your hours at your Facility with CDCE.

- Contact Auxiliaries in your area to encourage members to participate in VA Activities – make sure they understand that all activities go through the Chief of Voluntary Services (Example: Bingo Party).
- Prepare a Report listing activities at your facility and showing your expenditures and balance for the Fall and Mid-Winter Conferences and Department Convention Books.
- Attend the Friday Officers Meeting at Fall and Mid-Winter Conferences and Convention.
- Wear your Uniform and Cover when on the floor the day you give your oral report at Fall and Mid-Winter Conferences and Convention.
- All Department Officers are expected to attend the following events:
 - Fall Conference:
 - Training Session held for Auxiliary
 - Mid-Winter Conference:
 - Legislative Breakfast
 - Training Session held for Auxiliary
 - Joint Testimonial Dinner
 - June Convention:
 - Memorial Service
 - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors
 - Training Session held for Auxiliary
 - Honors & Awards Banquet
- Maintain a good rapport with the Local Auxiliaries in your area.
- Recruit new volunteers from the Local Auxiliaries in your area.

Revised by F. Ganda – 06/2024