VAVS Representative and Deputy Representative
Qualifications, Duties, and Responsibilities

Most Department of Veterans Affairs medical facilities have VAVS committees comprised of organizations whose members participate as a VAVS Representative, or Deputy Representatives in the VA Voluntary Service (VAVS) program. The purpose of the committee is to assist with the coordination of plans and policies for community participation in the VAVS program. Meetings of this committee are held a minimum of once a quarter, each fiscal year. Attendance at the quarterly meetings is extremely important, and is the criteria for the organization's membership on the VAVS National Advisory Committee (NAC). A participating organization's membership on a local committee will be terminated if none of the certified representatives and deputy representatives are in attendance at three consecutive meetings.

Qualifications: The following qualifications are essential to be an effective VAVS Representative (Rep) and Deputy Representative (Dep):

1. Sincere interest in the welfare of veteran patients
2. Ability to work with others
3. Effective leadership skills
4. Ability to attend quarterly VAVS committee meetings
5. Knowledge of VA and VVA
6. Ability to understand and explain the VAVS program to the organization and to potential volunteers
7. Ability to communicate and disperse information
8. Time to accomplish required work

Duties and Responsibilities: The VAVS Representative is the official representative to the VA medical facility regarding all aspects of the organization's participation in the volunteer program, and is a vital link between the VA medical facility and the community. The duties and responsibilities are:

VAVS Representative:

1. Register as a Regularly Scheduled (RS) volunteer for VVA
2. Participate fully in the VAVS program
3. Recruit community volunteers for service in the VAVS program (VVA membership is not a prerequisite to volunteer on behalf of the organization)
4. Provide input/feedback to VA staff and VAVS committee

5. Promote donations of financial and material goods to the VAVS program
6. Advise and inform the organization of VAVS issues and concerns
7. Convey information regarding the VAVS program to each chapter within the area of representation (i.e. the area served by the VA facility)
8. Attend VAVS committee quarterly meetings
9. Serve on the VAVS Executive Committee, or sub committees as requested
10. Complete the mandatory Annual Joint Review (AJR) during the appointed month (currently May for VVA)
11. Inform the organization of facility and patent needs
12. Recruit volunteers from within the organization
13. Revoke volunteer status of individuals when necessary (e.g. inappropriate behavior, break in confidentiality)
14. Maintain organization records (e.g. hours, donations, etc)

VAVS Deputy Representative: The Deputy Representative serves as a full-time working partner of the Representative. In addition, the Deputy acts for the Representative in their absence. As a working partner, the Deputy should:

1. Register as a Regularly Scheduled (RS) volunteer for VVA
2. Attend all quarterly meetings of the VAVS committee
3. Participate in committee discussions, as appropriate
4. Assist Rep in completion of Annual Joint Review (AJR)
5. Serve on subcommittees as requested
6. Assist the Representative in fulfilling the Rep's stated duties and responsibilities

The Deputy Representative does not have a vote on the committee, unless acting for, and in the absence of the Representative.

PLEASE NOTE: The VAVS Representative must be recognized by chapters and state councils as the organization officially appointed liaison to the medical facility regarding all aspects of the VAVS program. They are to be considered the spokesperson for the organization, representing local chapters serving the medical facility. It must be understood that the VAVS Representative represents **all** chapters serving that medical facility.

Serving those who served America, through **VAVS!**