



VETERANS OF FOREIGN WARS.

Junior Vice Commanders Conference

DUTIES & RESPONSIBILITIES

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Agenda



VETERANS OF FOREIGN WARS.

Purpose

- Educate duties and responsibilities as Department Commander.
- Prepare you with tools to carry out the mission of our order.
- Instill the mindset of a mentor and educator.

Agenda

- Grounding (10)
- Educate, Prepare, Instill (60)
- Questions (10)
- Evaluation (10)

Grounding Exercise



Did your mindset change or perception shift during lockdown? How?

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Administrative Operations Mission Statement



The mission of Administrative Operations is to encourage adherence to the rules of our organization through mentorship and education in order to create a more perfect society among our members, volunteers, and community partners. In doing this we believe we provide a more remarkable experience for our members and a more appealing environment for potential members and volunteers.

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Administrative Operations Role



Administrative Operations serves as advisor to the Assistant Adjutant General and the Adjutant General on administrative matters of the National Organization to ensure proper response and resolution of matters pertaining to the Congressional Charter, National Bylaws, policies and procedures, eligibility, and rulings affecting all subordinate units of the organization. Administrative Operations is also responsible for developing and implementing education and training for all subordinate units; most notably the Commander's, Quartermaster's, and Trustee's Guides.

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Administrative Operations Responsibilities



- Bylaw Interpretation, Guidance (Parliamentary Procedure)
- Appeals (109, 211, 904)
- Commander-in-Chief Actions (Investigations, Disciplinary)
- Bylaws Study Group (BLSG), Department Inspection Team, Committee on Appeals, Article IX Committee, Contingency Planning Committee, etc.
- Bylaw & Articles of Incorporation Review
- VFW.org Training & Support, FAQ (Commander's, Quartermaster's, Trustees' Guides)
- VFW.org "INFO"/"Contact Us"
- Challenges of Eligibility (108)
- "518's" – Department Inquiries
- Anniversary Citations
- Election Reports, Officer Changes, Officer Removals
- Unit History
- Charters - (VFW & Auxiliary)
- Military Equipment, Rifles, Ammo (TACOM)
- VFW Riders Groups
- Post Consolidations, Suspensions, Revocations

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Leader: Mentor, Educator



Congressional Charter National Bylaws Manual of Procedure
Ritual Robert's Rules of Order-Newly Revised
Department Bylaws Post Bylaws State Law Local Ordinance

The purpose of this corporation shall be fraternal, patriotic, historical, charitable and educational; to preserve and strengthen comradeship among its members; to assist worthy comrades; to perpetuate the memory and history of our dead, and to assist their surviving spouses and orphans; to maintain true allegiance to the Government of the United States of America, and fidelity to its Constitution and laws; to foster true patriotism; to maintain and extend the institutions of American freedom; and to preserve and defend the United States from all her enemies.

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How Will You Lead?



To be a leader within the VFW means connecting with those around you; inspiring them with a shared sense of mission; and through education and engagement, mobilizing them in order to accomplish a common goal.

As Gen Stanley McChrystal put it, "I was most reinforced by the understanding that where we were, the status quo was failing, and because it was failing I knew we had to change. But instead of trying to provide an exact path ahead, what I did was I tried to inform and engage the command by saying we have to move in this general direction-help me figure it out. As people did that, we refined the direction we were going, constantly shifting, and it made more people the agents of change."

Impactful Leadership



Appointments are valuable assets, your appointee(s) should be...

- Competent
- Trustworthy
- Determined

Annual Post Inspections

- Train Inspectors
- Follow-up and Correct Deficiencies
- Follow-up Inspections with Post visits

Training

- Evaluate Effectiveness
- Develop New Delivery Methods
- Utilize Experienced Officers and Members
- Mentor Newer Less Experienced Officers and Members

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Districts: Organizational Role



- Annual Convention
 - Election of Officers
 - Other Business
- Two Meetings a Year
 - Business
 - Schools of Instruction
- Post Inspections
- ~~Section 109~~ Right of Appeal
- Determinations under Section 217 (MOP)
 - Challenging Election Results.
- Department Council of Administration Member

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Districts: Organizational Role



- Promote Membership
- Promote VFW Programs
- Conduit for the advancement of program awardees
 - Such as:
 - Voice of Democracy
 - Patriot's Pen
 - National Citizenship Education Teacher Award
- Education and Training

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Districts: Organizational Role



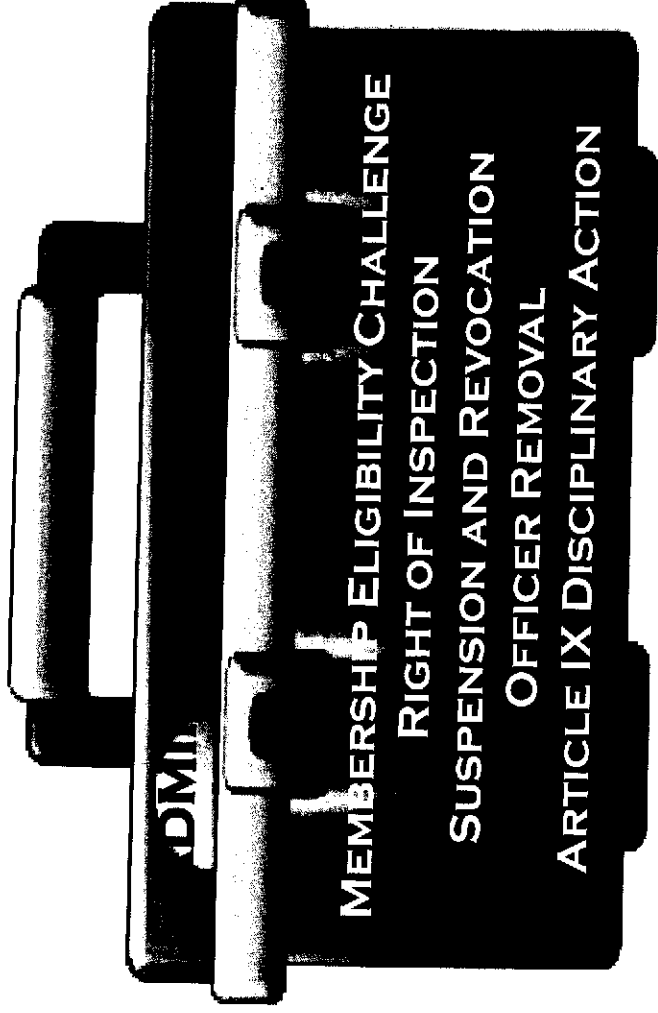
What we are trying to instill in our District leaders...

A successful District Commander is enthusiastic, dedicated, well-informed, available, and operates under the guise of 3 motivational elements [The Puzzle of Motivation, Dan Pink]:

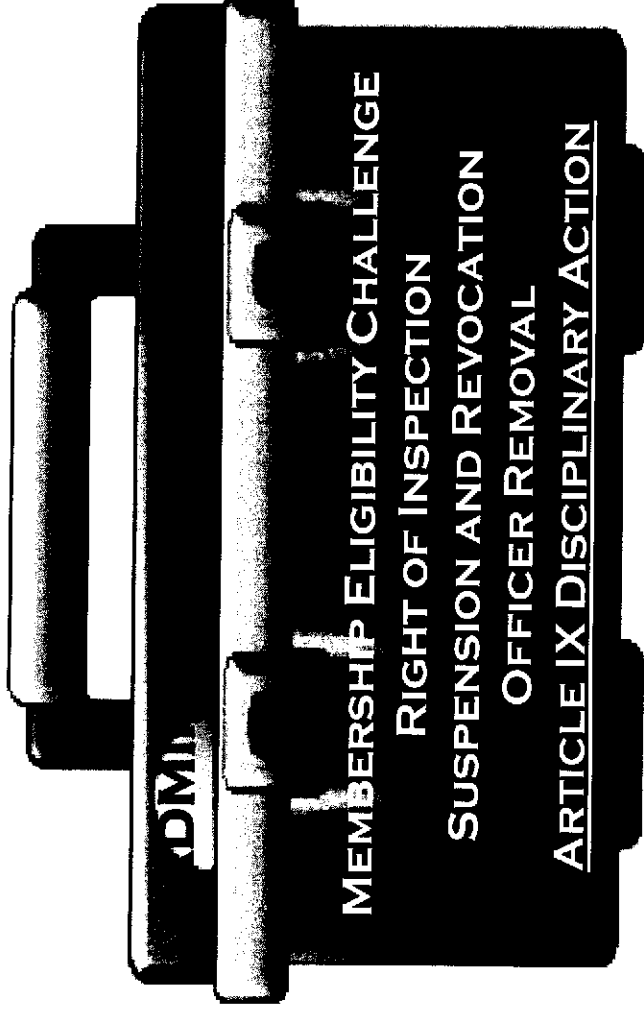
1. Purpose
2. Autonomy
3. Mastery

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**When mentorship fails, you
have tools.**



Article IX Disciplinary Actions



Article IX Disciplinary Action: Major Changes



1. Materials Relied Upon
2. Summary Disposition
3. Resolution Agreement
4. Removal of authority from Conventions to initiate actions
5. Timeline to set and conduct disciplinary hearings
6. Electronic delivery of documents
7. Electronic Disciplinary Hearings
8. Guide to Conducting Disciplinary Actions
9. Electronic access to Article IX of the National Bylaws, Manual of Procedure, Guide to Conducting Disciplinary Actions
10. Appeals

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Article IX Disciplinary Action

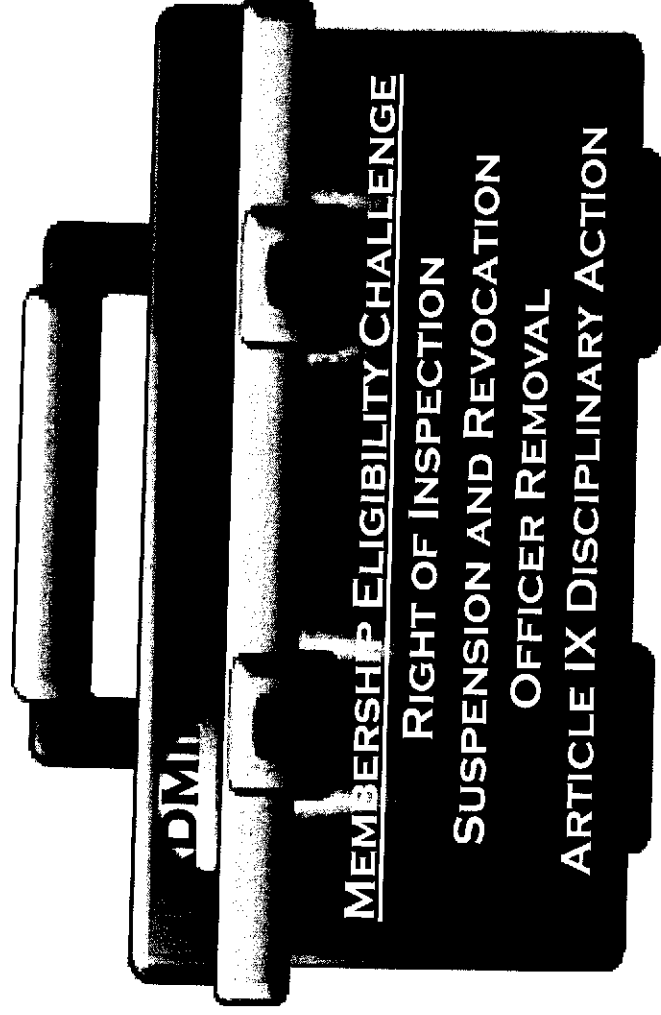


Today we're going to break down Article IX Disciplinary Actions into four major sections:

1. Before initiating the action.
2. Process for initiating the action.
3. Process for hearings (when requested).
4. Appeals pursuant to Section 904.

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Membership Eligibility Challenge



Appeals



All appeals under Section 109 of the National Bylaws must be written and adjudicated by the next higher authority.

- Post and/or Post Commander
- ~~District Commander~~
- Department Commander
- Commander-in-Chief
- National Council of Administration

Appeals



A written appeal must contain these four provisions:

- 1) Describe the act or decision from which the appeal is taken, and the manner in which the matter at issue has been handled
- 2) State all facts known to the member concerning the matter at issue.
- 3) Specify the provision or provisions of the Charter, Bylaws, Manual of Procedure, Ritual or the laws or usages of Veterans of Foreign Wars of the United States which the act or decision violates or contradicts.
- 4) State the relief requested by the member.

Appeals



A written appeal has time constraints.

- 30 days from the act or decision from which the appeal is taken
 - Mailed
 - Registered or certified mail
 - Return receipt requested
 - Postmarked no later than the due date

Department Inspections



The mission of National Inspection Team is to mentor, educate, correct deficiencies, and bridge gaps in institutional knowledge in order to help Departments and their officers identify, address, and correct shortcomings in their operations before those shortcomings become systemic issues.

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Department Inspections



Items being reviewed will include, but not limited to the last three years of (subject to the committee's discretion):

- Post Records (Election Reports, Quarterly Audits, and additional Correspondence Files)
- Financial Reports & Committee Reports to the Council of Administration/Convention; to include all meeting minutes/proceedings (Department)
- VFW and Independent Audits
- Checkbooks
- Bank Statements
- Credit Card Statements
- Investment Statements
- Time Cards or Equivalent
- Leave Policy (past and present)
- All Standard Operating Procedures (SOP's), Bylaws, Office Policies
- 990's and 990T's
- All Ledgers
- Bank and Investments Authorizations (who can make withdrawals)

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Questions



None of us is smarter than all of us.

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Evaluation



Anything worth doing is worth evaluating:

Feeling words

Tensions

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