



COMBAT VETERANS MOTORCYCLE ASSOCIATION®

AUXILIARY

11 EAST KANSAS STREET, LIBERTY, MO., 64068

Auxiliary Chapter Liaison Operating Procedures

Introduction:

This document was created to assist the Auxiliary Chapter Liaison (AL) in properly coordinating between the Chapter CEB and the Auxiliary membership in their Chapter.

The AL is an optional role that may be appointed by the CVMA® Chapter Executive Board (CEB) when organization of an Auxiliary Chapter is not desired. The AL allows for a single point of contact between the CEB and Auxiliary membership for coordination and information distribution concerning Auxiliary members. The AL role is not recognized in the CVMA or Auxiliary COC but the CEB may deem the role is essential to have an effective, transparent, and efficient Auxiliary. The AL may be nominated by the Chapter's Auxiliary membership and appointed by the CEB. The appointed AL should be an active Auxiliary member, in good standing, and have one (1) full year of CVMA Auxiliary membership or 6 months of Auxiliary membership if a qualified member will not accept the appointment. The AL is accountable to the CEB. The AL may wear an Auxiliary Liaison identification patch. This patch will not contain titles reserved for ACEB positions.

Mission Statement:

The mission of the CVMA® Auxiliary Unit is to create and foster a caring and appreciative environment for CVMA members. The focus of the CVMA Auxiliary is to help CVMA accomplish its mission of Veterans Helping Veterans by offering support to CVMA Veteran related causes on national and state levels. The Auxiliary's main goal is to provide moral support and cultivate relationships; we want those who served and fought for this country to know they truly are respected and welcomed home.

Goals:

To successfully guide the Auxiliary membership in support of all members of the Combat Veterans Motorcycle Association®. Coordinate communications between the CEB and Auxiliary membership. Provide guidance and education on CVMA and Auxiliary Bylaws, Policy Letters, and protocol.

Role, Duties and Responsibilities of the AL

1. Assist FM Chapter Executive Board (CEB) when needed.
2. Work/Communicate with FM Chapter Commander regarding Auxiliary membership.
3. Answer directly to the CVMA FM Chapter Commander.
4. May issue the call for regular auxiliary meetings and carry out the directives of the CEB.
5. Preside over all meetings of the auxiliary, assign auxiliary committees, and serve as co-lead for those committees to support events, rides, or veteran's organizations when necessary.
6. Become familiar with the CVMA National website combatvet.us.
 - a. Locate items in the Repository.
 - b. Utilize the Administration tab.
 - c. Monitor the Auxiliary forum.

Auxiliary Chapter Liaison Operating Procedures

- d. Become knowledgeable concerning the CVMA logo use restrictions and approved item use.
7. Maintain a personal and not shared email address for CVMAA business.
8. Guide the respective Chapter Auxiliary membership.
 - a. Welcome new members.
 - b. Provide mentorship to the Auxiliary membership within the Chapter.
 - c. Ensure Auxiliary membership activities are voted on by the Auxiliary membership.
 - d. Request all Auxiliary members create, (assist as necessary) a log-in on the CVMA National Website (combatvet.us), separate from their sponsor, to ensure they receive notifications from the CVMA server.
 - e. Encourage Auxiliary membership to become familiar with all items in the CVMA Repository including CVMA and CVMA Auxiliary Bylaws, CVMA Policy and Protocols.
 - f. Encourage Auxiliary membership to keep their individual 201 and ICE information is up to date. Report necessary changes to the CEB.
 - g. Carry out the instructions of the CEB.
9. Refer Auxiliary questions and concerns to the Auxiliary State Rep (ASR) as needed or ABOD if the State does not have an ASR.