

GUIDELINES & EXPECTATIONS FOR KANSAS VFW Auxiliary HOSPITAL PROGRAM CHAIRS

1. GET ORGANIZED

- A. Ask the prior Chairman for notes regarding program.
- B. Set up a filing system.
- C. ALWAYS keep your program material together.
- D. Don't be afraid to ask questions.
- E. Remember to say PLEASE and THANK YOU.
- F. Know the name of the National Ambassador.
- G. Know the name & contact information of your Department & District Hospital Chairman.

2. PLAN the PROGRAM

- A. Familiarize yourself with program goals and deadline dates.
- B. Review program materials.
- C. Make tentative list of projects/costs to present to Auxiliary membership for approval.
- D. Plan fundraiser for project cost and Auxiliary Pledge to Dept Hospital General Fund.

3. PROMOTE the PROGRAM

- A. Keep your promotional packet and Hospital report form handy for and review regularly.
- B. Stress program goals to Auxiliary members.
- C. Keep extra copies of promotional materials on hand.
- D. Enter contests.

4. HOMEWORK

- A. Read ALL MATERIALS received from the National Ambassador, Department Chairman and District Chairman.
- B. Read the articles/blogs in the National magazine, on National & Department websites.
- C. BOLO. Be on the lookout for local, regional and national information that relates to your program.
Read newspapers and magazines, do internet searches for articles and upcoming events that fit in with your program. Find and create ways to inspire and encourage members to participate.
- D. Periodically review your program to make sure YOU are on track with program goals and fulfilling National, Department, District program requirements.

5. REPORTING

- A. Complete and send report to Department and District Chairman by stated deadlines.
- B. Give a copy of every report you send to your Auxiliary Secretary for the Auxiliary files.

6. WRAP-UP

- A. Turn over all materials to next years' chairman.
- B. Make suggestions or recommendations for next year.
- C. Pass along notes to next years chair on what did and didn't work.

Duties of all Chairmen

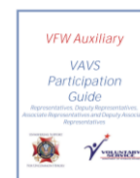
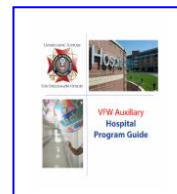
VFW Auxiliary Program Guide - - - - - >

VAVS Participation Guide - - - - - >

Bylaws, Booklet of Instructions pages 29-32, below - >

Find all of these resources on the National website. vfwauxiliary.org

Podium Edition
Bylaws & Ritual



National Programs

The National Programs are determined by each year's National President. For details on the Programs, goals and awards, please see the current National Program Book available on the website.

Duties of All Chairmen

1. To promote the best interests of the Auxiliary in a manner to reflect credit on the Auxiliary and bring honor to the organization.
2. To call committee meetings at regular intervals and plan activities to advance the Auxiliary Program.
3. To present to the Auxiliary all information pertinent to the Chairmanship and see that action is taken when necessary. (See the current National Program Book, Department Publications and the Department Chairmen's promotional material.)

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4. Keep a notebook and file pertaining to the chairmanship, together with a copy of each meeting's report. It is the duty of the Auxiliary Chairman to mail or email a year-end report of all work accomplished to the corresponding Department Chairman.
5. To secure the interest and cooperation of as many members as possible and the public in the cause, which your Chairmanship supports.
6. To make written financial reports (with bills attached) of any fundraising functions.
7. To resign promptly if and when absolutely impossible to function, so that the Program of the Auxiliary may not be delayed.

Veterans Affairs Voluntary Service Program (VAVS)

1. A National VAVS Advisory Committee has been established at the VA Central Office in Washington, D.C., to advise in the planning, integration, and coordination of VA Voluntary Service. Veterans of Foreign Wars of the United States Auxiliary is one of the member organizations of this committee and is represented by the National VAVS Representative and Deputy Representative(s) appointed by the National President.
2. The VAVS Advisory Committee for each local VA Hospital is composed of one (1) local representative and one (1) or more (not to exceed three (3)) deputy representatives from each of the member organizations. Our VAVS Representatives and Deputy Representatives are recommended by the Department President to the National VAVS Representative who certifies them to the VA Facility Director, Attn: Voluntary Service Program Manager.
 - A change may be made between certifications when it is in the best interest of the VAVS program.
 - When a change in representation is necessary for any reason, National Headquarters must be notified immediately.
 - Careful consideration should be given to the selection of the VAVS Representatives and Deputies.
 - The National Headquarters Office of the Auxiliary shall send official certification to: VA Facility Director, Attn: Voluntary Service Program Manager.
3. An Associate VAVS Representative may be appointed where Auxiliary members from a neighboring state participate in the VAVS Program. The Department President of the

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neighboring state appoints one (1) Associate Representative to assist by developing and coordinating the Auxiliary part of the program in his/her state. Associate Representatives are certified in the same manner as a Representative and serves on the VAVS Committee except for voting privileges, which may be delegated in absence of the Representative. The Associate Representative must work through the VAVS Representative at the VA Hospital in which he/she serves.

4. An Honorary VAVS Representative is an individual who
 - Has given ten (10) or more years of service as a VAVS Representative or ten (10) or more years of combined service as Deputy Representative and VAVS Representative.
 - This can apply to Deputy Representatives and Associate Representatives.
 - At the time of recommendation, the applicant must be the certified Representative, Deputy Representative, or Associate Representative.
 - He/she must be designated as Honorary Representative by the Department President and certified by the National Certifying Official.
 - He/she maintains this status for life, but can't be a regular representative again.
5. Hospital Service Pins designating the number of hours a volunteer has devoted to hospital work will be awarded to members meeting eligibility requirements.
 - An Auxiliary member in good standing who has worked a minimum of 150 hours under Auxiliary sponsorship in any hospital is eligible to receive a pin as a gift of the National Organization.
 - Pins are available for volunteers who have served 150, 300, 500, 1,000, 1,500, 2,000, 2,500, 3,000 and 4,000 hours. The 5,000 hour pin is triangular. One (1) pearl is added for each additional 1,000 hours. A bar guard signifying 10,000 hours may be attached to this pin, and thereafter. Bar guards are available for each additional 1,000 hours.
 - Only Auxiliary members are entitled to receive and wear the Auxiliary Hospital Service Pins.
 - The sponsored hospital volunteer (including student volunteer), who works a minimum of 100 hours under Auxiliary sponsorship in any hospital, is eligible to receive a special pin from National Headquarters. Only one (1) pin may be ordered for each sponsored volunteer.

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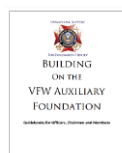
6. The National Organization has a "Hospital Program Guide" and a "VAVS Participation Guide," which is available in Member Resources. Please refer to these guides for full details and the most up-to-date information on our participation in VAVS.

Guidebook 2 – Programs & Reporting

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Building on the VFW
Auxiliary Foundation



Review Duties of Chairman
in the
'Building on the
VFW Auxiliary Foundation'
guide found on the
National website,
behind member resources.