

VAVS/MVH REPRESENTATIVE'S INSTRUCTIONS

Reviewed 2023

Section I – General Instructions

1. The appointed Representatives and Deputies shall be certified for an indefinite period of service.
2. You and your Deputy should attend meetings of the VAVS/MVH Advisory Board.
3. Keep in contact with your Director of Voluntary Services & the Activities Director.
4. The VAVS Representative and Deputy will meet with the VA Chief of Voluntary Services in September to hold their Annual Joint Review.
 - a. Copies will be sent to the National VAVS Representative, the Department President and Department Hospital Officer.
 - b. Keep a copy for your file.
 - c. ***THIS DOES NOT APPLY TO THE REPRESENTATIVE AND DEPUTY FOR GRAND RAPIDS HOME AND JACOBETTI HOMES FOR VETERANS***
5. The Deputy shall serve as a full working partner to the Representative and should be prepared to act for her in her absence. The Representative shall provide her Deputy with a copy of these instructions.
6. All Auxiliary activities and donations to your facility shall be channeled through you.
7. Department may remove from office any VAVS/MVH Representative or Deputy who fails to comply with established National or Department policies and procedures or by a request of the Representative or Deputy for replacement due to personal reasons.
8. You are responsible to see that the needs of the facility regarding volunteers, materials, policies and procedures is known to the Department, District and Local Auxiliaries.
9. When you receive a copy of your facility NEEDS LIST, submit this to the Department Webmaster as a bulletin.

Section II - Finance

1. You must keep records in a ledger of monies donated to you and how it was spent. You are also expected to keep accurate records of volunteer hours.
2. If you have a savings account in addition to the checking account, you must keep a separate ledger sheet for each account.
3. Local Auxiliary donations to VAVS/MVH will be sent out once a month to the Representative by the Department Treasurer.
4. Your books shall be audited prior to the start of the Department Convention. Books and records, which includes bank statements from May 1 the previous year until April 30 of the current year.
 - a cancelled checks, ledgers, etc. are to be brought to the pre-Convention SEC meeting by you or your Deputy.
 - b If neither of you can attend, you shall mail them to the Executive Secretary not later than seven (7) days prior to the Department Convention.
5. Mileage for VAVS/MVH facility committee meetings will be taken from the Hospital Fund, if submitted.
6. If applicable, VAVS/MVH Representatives are to send a letter to the Department Hospital Officer stating how their AMVET grant was used. The Department Hospital Officer will compile the information and send a letter to the AMVETS regarding the grant funds.
7. The hospital quarterly allotments will be paid on the 1st of August, November, February and May.
8. Your checking/savings account shall bear the name AMVETS Ladies Auxiliary, (Aleda Lutz, Jacobetti, etc.) Hospital fund. At least two (2) signatures are to be on these accounts with only one (1) required to draw checks. One signature will be the Executive Secretary.

Section III – SEC Meetings and Department Convention Reports

1. The pre-Convention SEC meeting is the only meeting VAVS/MVH Representatives and/or their Deputies are required to attend.

- a You will receive mileage for this SEC meeting only.
 - b You will send an activity report and financial report to the Fall and Spring SEC meetings.
2. In the absence of the appointed VAVS/MVH Representative at the pre-Convention SEC meeting, the appointed Deputy giving the report shall be allowed to vote and be paid mileage and per diem, if budgeted.
 3. If you and/or your Deputy are attending the Department Convention, you shall attend the Hospital Committee meeting.