

DISABLED AMERICAN VETERANS

SHREVEPORT / BOSSIER CITY

Chapter No. 30



RED BOOK

OFFICER AND COMMITTEE

DUTIES, RESPONSIBILITIES

AND STANDARD OPERATING PROCEDURE (SOP)

This guide has been prepared to assist all Chapter Officers, Committee Members and new members, by outlining their responsibilities and duties to the Chapter. As we progress and change there will be changes, additions, deletions, and amplifications; however, this establishes a reference point. This guide is written, not to dictate, but rather to direct the efforts of our leaders in service to veterans. This guide does not take precedent over National, Department or Chapter Constitutions' and Bylaws.

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ELECTED OFFICER DUTIES

Commander

The commander shall preside at all regular or special meetings of the chapter. He/she shall maintain order and dispatch such business as may legally come before him/her. All checks or vouchers issued by the chapter treasurer must be countersigned by the commander or a officer authorized by the commander. He/ she shall perform all other duties that may reasonably be assumed to be incidental to the office, including those set forth in the chapter's Constitution and Bylaws and in the Official DAV Ritual and such other duties as may be lawfully delegated to him/her by the chapter.

It is the administrative responsibility of the commander to:

1. Open the meeting at the appointed time by calling the meeting to order.
2. Announce in proper sequence the business that comes before the chapter in accordance with the Official DAV Ritual.
3. Recognize members who are entitled to the floor.
4. State and put to vote all questions that legitimately come before the chapter as motions or that otherwise arise in the course of the proceedings and announce the results of each vote; or, if a motion is made that is not in order, to rule it out of order.
5. Expedite the business in every way compatible with the rights of members.
6. Decide all questions of order, subject to appeal.
7. Declare the meeting adjourned when the chapter so votes or at the time prescribed in the program.
8. Maintain order of the meeting at all times.

The commander has a fiscal responsibility to:

9. Ensure the safeguarding of funds, properties and other assets against unauthorized use or loss.
10. Ensure all disbursements of funds are properly approved in accordance with the chapter Bylaws.
11. Comply with standards established by the National Executive Committee for audits of chapter establishments, organizations, programs, activities and functions. These standards require chapters to be responsible for providing adequate audit coverage of their programs as an aid in determining whether funds have been applied efficiently, economically, effectively and consistently with program objectives and underlying agreements.

At each meeting the commander should have available:

- A copy of the chapter, department and national Constitution Bylaws & Regulations,
- A copy of Robert's Rules of Order, Newly Revised (available at local bookstores or the library),
- A list or agenda of the complete order of business and
- A list of all committees.

The commander also serves as the official spokes- person for the chapter in the community and may not serve as chapter adjutant or treasurer.

Senior Vice Commander

You will act in the capacity of Commander during his absences. You are to chair/moderate the monthly Chapter Executive Committee Meeting. You shall encourage friendship among the members of this organization, discourage discord and promote harmony. You are also the Chapter Membership Chairman, and as such, you are responsible for guiding the recruitment of members for the Chapter. The Adjutant will furnish you, as membership chairman, a monthly status report of changes in membership. If you wish articles published in the chapter Newsletter, contact the Adjutant for space available and the information will be published. If you need letters to be sent to members or potential members, contact the Treasurer and the Adjutant for necessary postage, letterheads and envelopes. You will present requests for transfer during your membership report at Chapter meetings. These transfer requests should be reviewed by the Membership Committee prior to submitting for Chapter approval. Upon Chapter approval, these transfer requests will be signed and dated, and then given to the adjutant for recording and forwarding to National. You may

appoint one or more members to assist in membership activities. The senior vice commander may not serve as adjutant or treasurer.

First Junior Vice Commander

You will act in the capacity of Commander in the absence of both the Commander and the Senior Vice Commander. You will see that every member is given a reasonable opportunity to state his/her views on any subject under discussion in a meeting of the chapter. You also are the Chairman of the Chapter Audit/Budget Committee. Your duties will also include being the Chapter Social Chairman. You will coordinate the Americanism activities of the chapter and, with the approval of the chapter, may appoint one or more members to assist him/her as such chairperson. The Junior Vice Commander may not serve as adjutant or treasurer. You should coordinate with the Chapter Entertainment Committee and with the Auxiliary Commander on all social events. Inform the Treasurer of costs, inform the Chapter of the necessary budget for each activity under your supervision. You will direct and oversee the production of the Chapter Budget with your committee, and present your proposed budget, after coordinating with the Treasurer, to the Chapter for Approval. Your Audit committee will exam each treasurers report to ensure it is correct and will annually oversee the production of the Annual Financial Report (AFR). Present any announcements to the Adjutant for publication.

Second Junior Vice Commander

You will act as the Commander in the absence of the Commander, The senior Vice Commander, and the First Junior Vice Commander. You are responsible for the Chapter "Forget-me-not" program and Golden Coral event (Financial Accounting). You should determine dates, locations, and provide the Chapter with information concerning forget-me-not activities. The Adjutant will provide all the certificates, forms, and assistance in ordering that may be required to complete your duties. You are also assigned to serve as the Chapter Welfare/Assistance Committee and the Chapter Home Committee chair. With the approval of the chapter, you may appoint one or more members to assist you as such chairperson. The Junior Vice Commander may not serve as adjutant or treasurer.

Treasurer

You are entrusted with the custody of the Chapter Funds (All Funds). You along with the adjutant, Commander, Senior Vice Commander, and First Junior Vice Commander, are covered by a blanket fidelity bond, at the expense of the National Organization. You are responsible for the duties prescribed for your position in the Chapter Officers Guide published by the National DAV organization. The Treasurer is to (1) insure the safeguarding of funds, properties, and other assets against unauthorized loss or use, (2) insure all disbursements of funds have been properly approved in accordance with Chapter, Department, and National By-laws and regulations, (3) insure all financial transactions are properly and accurately recorded so that the financial data is reliable, and (4) prepare and read, for each Banking account owned by the chapter, a monthly Treasurer's Report at each Chapter membership meeting, ensure is has been reconciled and it is signed by Treasure stating it to true and correct. In addition, an Annual Report to the National and Department Headquarters (including a CPA audit if required by National By-laws) of the financial status of the Chapter is the responsibility of the Treasurer. All checks must have two (2) authorized officers' signatures, and be supported by invoices, receipts, or other documentation and provide a legal audit trail. You are required to work closely with the Commander, Senior Vice Commander, Bingo Manger and Adjutant.

Judge Advocate

You are to advise the Commander on the DAV National Constitution and By-laws, and be familiar with the Department Constitution and By-laws. You should serve in an ex-officio status on the Chapter Constitution Revision Committee. Our Chapter operates in compliance with the Constitutions and with Robert's Rules of Order, newly revised. You should notify the Commander of nay major change in the National or Department Constitution and By-laws, or National Executive Committee regulations, which might have an impact on the operation of the Chapter. You will assist all other Officers in their duties whenever possible.

Department Executive Committeeman

You will act between Department Conventions as the Chapter representative on Department affairs. You will advise the Commander of any mail-out ballot and ask him on which was the chapter membership would wish you to vote on any

issues. You should attend the Department Mid-Winter Conference as the Chapter representative. If a case arises that requires a vote, a caucus of delegates will be taken and you should then vote the wishes of the chapter delegates.

Alternate Department Executive Committeeman

You will perform the duties of the Department Executive Committeeman during those times when he is absent or for some other reason unable to perform his duties.

Officer of the Day

You will escort all new members to the Commander for the new members obligation. You will escort distinguished guests to the head table. You will distribute written ballots at all chapter elections. You will assist the Commander in installing all new officers, and you will assist the Adjutant or Welfare/Assistance Committee. If they are not available, you should contact the Commander for assistance or guidance.

Sergeant-at-arms

You will insure that all members sign the meeting log book or sign-in sheet. You will ask all visitors to record their visit by signing the appropriate sheet. You will insure that all present are members of DAV, or notify the Commander when those in attendance are not members of the Chapter. You, with the assistance of the Officer of the Day, will maintain good order of the meeting room. You are to close the door at the time the meeting starts. You will assist all other officers of the Chapter when the meeting is called to order.

Executive Committeeman

The Executive Committeemen are four other members who shall be elected by the General Membership from among its members. What's most important is that executive committeemen are willing to ask tough questions, vet all issues thoroughly, and steer the committee toward responsible leadership. You serve in an advisory capacity to the committee and the Chapter Officers. You must work closely with the Commander and advise the committee on important matters. From time to time you may be asked to conduct research to assist in planning.

APPOINTED OFFICER DUTIES

Adjutant

You are the glue which helps bind the Chapter and its functions together as a cohesive unit. You are the recording officer of the Chapter and the custodian of its official records. You are responsible for the duties prescribed for your position in the Chapter Officers Guide published by the National DAV organization. You will provide each officer or committee the materials or supplies necessary to conduct the business of their office. Each officer should be issued a copy of his responsibilities, as well as a copy of the National, Department, and Chapter Constitution and By-Laws. You will insure that the records and minutes are available to the officers. A copy of the minutes of each meeting will be filed at the Chapter Home at the conclusion of the next month's meeting. You are the administrative officer of the organization and will be in receipt of the majority of the Chapter's incoming correspondence. Insure that the information contained in this material you receive is promptly provided to the Commander or such other Officer who is in need of the information or who has primary responsibility for the subject involved. You will inform the Commander of any new members present that have not received the oath of obligation. You are responsible for ensuring chapter members are aware of the times and locations of meetings. At each business meeting, the adjutant should read the minutes of the preceding meeting and make sure that a motion of acceptance or rejection is passed. At each chapter meeting, the adjutant should read all correspondence received between meetings and see that all matters that require action by the chapter are properly disposed of. He/she should answer all correspondence promptly and file copies of his/her answers with the chapter records. The adjutant is responsible for notifying officers, committee members and delegates of their election or appointment, as well as furnishing committees with whatever documents are required for the performance of their duties. The adjutant shall make the minutes and records of the chapter available to members upon request. The adjutant is responsible for furnishing a list of convention delegates to National and Department Headquarters.

Chaplain

You are responsible for leading the opening and closing prayer at all Chapter meetings. You are the spiritual leader of the Chapter and may be called upon to represent the Chapter at funeral services for deceased members, memorial services, and other religious or solemn services. You should send sympathy cards, get-well cards, or make visits to members of the Chapter, or their family, who are ill. Make visits to hospitalized veteran members and their families. Inform the Commander of the needs of all members. Advise the Adjutant to procure get-well and sympathy cards for your use, and the Treasurer will provide postage you require. Check with the Adjutant for the names, addresses, and phone numbers of any members needed.

Service officer

You are guided by the National Service Officers Guide. If you do not have a guide, ask the Adjutant to procure one for you from our National organization. Any unusual situations should be brought to the attention of the Adjutant or Welfare/Assistance Committee. If they are not available, you should contact the Commander for assistance or guidance.

Legislative Officer/Benefits Protection Team Leader

You are the Chapter's eyes, ears, and voice on matters of local, state, or national legislation or laws which might affect members of the DAV. You must be a member of the "Commanders Action Network" You should coordinate with other Veteran Service organizations when necessary to combine or unite veteran's voices. You should also work with and coordinate with the Louisiana Veterans Coalition through the DAV representative to that body. You should keep the members informed about important legislation, and encourage them to let their feelings and ideas be made known to their legislators and other elected and / or appointed officials. You should recommend to the Chapter Executive Committee when the Chapter should adopt a resolution or take other action on matters of concern to veterans. Space will be made available in the Chapter Newsletter for you to comment on any such matters.

Historian/Publicity Officer

You really wear two hats in this position. The first is that of Historian of the Chapter events. You should record the activities and projects of the Chapter for historical purposes. This may be done in more than one way. A ledger, in which data is recorded, is one way. Another is a loose leaf notebook in which a record of data is entered, along with news clippings, photos, summaries, etc. The second hat; that of the Publicity Officer, is acting as the Chapter Liaison Officer with all forms of the media. You are the DAV Chapter Salesman. If done properly, it can have a dramatic effect on the acceptance of our Chapter and its projects by the citizens of the community. You should work closely with the Adjutant and seek his assistance procuring materials and providing administrative support. When appropriate, work with the Adjutant in forwarding new worthy items or events (along with photos) to the National organization for publication in the National DAV Magazine. You will also act as webmaster for the Chapter Facebook account and Webpage.

Bingo Manager

The BINGO Session Manger shall be appointed by the Chapter Commander to operate and oversee BINGO. The gaming account will be maintained by the Session Manager and all expenditures will be by check and approved by two *authorized* signatures. Expenditures from this account must support the conduct of gaming operations or be valid chapter approved donations and supported with an audit trail. The gaming account will be maintained in accordance with Louisiana Department of Revenue directives.

Technology Officer

The Technology Officer will be appointed by the Chapter Commander. You will plan for implementation of technology and use of computers within this chapter. Develop and coordinate long and short-term plans for the technology in the chapter. You will evaluate and recommend purchase of computer programs, hardware, and other items. You are also responsible for maintenance and technical support to other officers when needed. You have primary responsibility to manage the chapter ZOOM meetings, Control Chapter email address assignments. and must act as webmaster for the Chapter Facebook account and Webpage.

CHAPTER COMMITTEE DUTIES

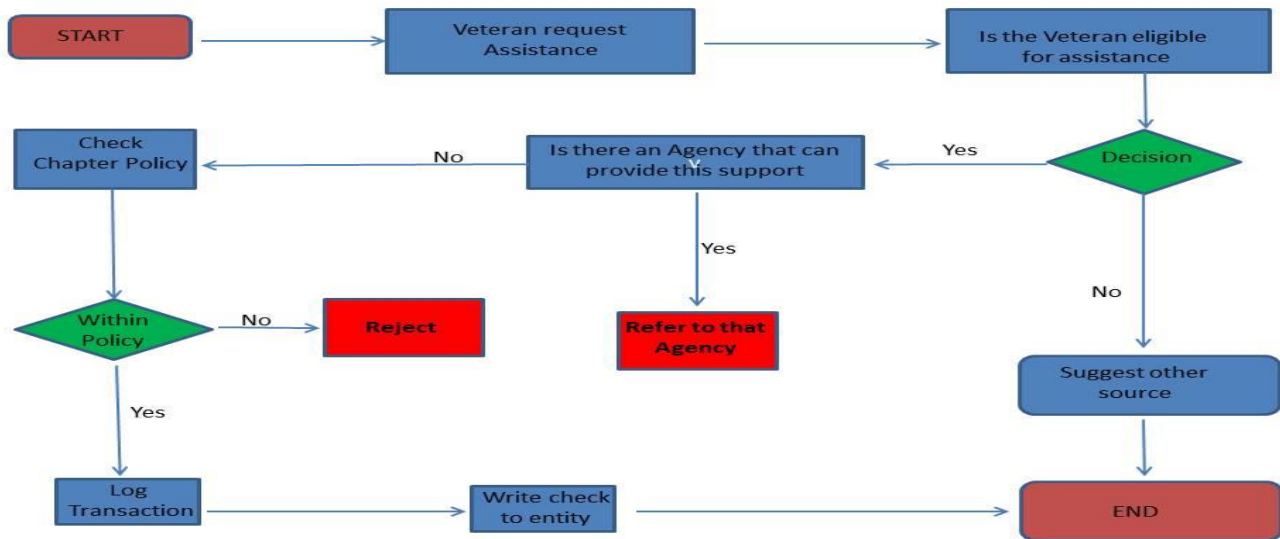
Executive Committee

The Executive committee is responsible for strategic planning and recommendation on decision-making for the Chapter according to the mission, vision and values of the organization (Bylaws). It acts as a steering committee for the chapter general membership. Functioning as a steering committee, the executive committee prioritizes issues for the chapter to address. Although the executive committee comprises senior-level leaders, the committee member's reports are recommendations to the general membership. The purposes for the creation and continuance of the Executive Committee shall be to provide a means for the discussion of routing and other business affairs of the Chapter and to make recommendations of desired action, to reduce the time which might otherwise be consumed during Chapter meetings. No expenditures shall be voted upon or authorized by the chapter in excess of \$1500.00, unless first referred to the Executive Committee for its recommendation, unless by three-fourths vote of the members present. All fund raising projects and all agreements and contracts must be referred to the Committee for its recommendations before being acted upon by the Chapter. This Committee shall also act as a Resolution Committee. The meetings of the Executive Committee shall be open for observation, but without the right to speak or vote, to any member of the Chapter.

Welfare/Assistance Committee

You are assigned one of the most important tasks of the organization – assisting comrades in distress. It is also one of the difficult tasks because it requires that you make decisions which are not always desirable. The Chairman or any two members of the Welfare Committee may make expenditures not to exceed **\$1500.00** without Chapter approval. There are some general rules that should guide your judgments. They are: (1) our first and primary effort is to assist disabled veterans, next is to assist other veterans, and last is our assistance to others. (2) Never give requestor cash for any reason. Instead, buy them food, gas, clothing, or pay their utility or other bills for them. Normally, cash will not be used for the purpose it was solicited or intended. (3) Explain that our benevolence is a one-time thing. A record of each assistance should be maintained. You should always record the Name, ~~SSAN~~, date, amount and circumstances of the assistance rendered. You should check this record so as not to be assisting the same individual, or household, on a continuing basis. (4) After caring for their immediate needs, refer them to other social agencies for continued care or assistance. Some of these are: Salvation Army, Rescue Mission, YMCA/YWCA, Veterans Administration, Christian

WELFARE DECISION MATRIX



Audit/Budget Committee

This Committee shall be comprised of three members, excluding the Commander, Senior Vice Commander, Treasurer, and the Adjutant. When the treasurer presents his financial report, it should be referred to this committee, which will examine the treasurers books and vouchers from time to time. This Committee shall insure that the annual audit is submitted to the Department and National Headquarters Organization within the ninety-days after the close of the accounting year. The Budget function requires this committee develop an annual Chapter Budget and present it to the chapter for approval. You should use the financial report from the previous year to determine probable needs, and recommend a budget to meet those anticipated needs. The budget should be planned on a financial year as directed by the National DAV By-laws. The budget should be prepared and submitted for discussion in April and May of each year, with the Chapter voting on the Budget in May.

Entertainment Committee

You should plan and bring recommendations to the Chapter concerning entertainment and/or social activities. You should work closely with the First Junior Vice Commander on the annual Christmas Social and on the Annual Installation Banquets. You might want to work hand-in-hand with the Patriotism Committee to jointly develop entertainment and social activities on National holidays and observances.

Membership Committee

You should keep abreast of all changes in membership requirements and recruitment programs, all programs instituted by National or Department, and the Chapter efforts in meeting its membership goals. There may be no investigation by a committee or individual (s) into the potential eligibility of an applicant for membership. You may want to establish Chapter programs by using teams, contests, or other ideas to promote membership growth. You should seek the assistance of the Chapter Publicity Officer in advertising the merits of DAV membership in the local media. You should make recommendations, through your Chairman, the Senior Vice Commander, to the Chapter Executive Committee for action. Your Chairman should make a report on membership at each Chapter meeting.

Chapter Home Committee

You should keep abreast of the Chapter Home and its condition. You should make recommendations for repair or improvements; and You should check all work to insure that it is performed satisfactorily. You are authorized to have emergency repairs completed without prior approval. You have the authority for utilities/upkeep and to make repairs

to the Home. The Committee may expend funds up to \$1500.00 for this purpose. Your committee should also keep in mind that locating our Home in another part of Caddo or Bossier Parish might someday be desirable, so you should keep watch for property that might one day serve our Chapter as a home, Bingo Hall or other use. This Committee should also supervise the duties of the chapter home caretaker.

Patriotism Committee

You should plan and develop programs and present information that will bring credit to our nation, its flag, and our constitution. Special emphasis should be given to patriotic national holidays and events you might recommend special events for the 4th of July, Veterans Day, Pearl Harbor Day, and other holidays and observances. If social picnics are desirable, you should coordinate with the Entertainment Committee and develop plans jointly with them.

Constitutions Revision Committee

You are responsible for insuring the Constitution is maintained in a current, accurate and up to date condition. You should update, change, correct or amplify the Constitution; bringing the proposed changes to the Chapter for discussion, alterations, and ultimate approval. When approved, the new constitution should be assembled in a larger format, preferably loose leaf, so that subsequent changes may be more easily made. You should coordinate with the budget committee and/or treasurer when preparing to publish the constitution in a more desirable format.

VAMC Patient Coffee/Coke Committee

Your responsibility is to serve coffee and soft drinks to patients, employees, and visitors at the Overton Brooks VAMC on the 1st and 3rd Sunday of each month. The Chairman will assign duties and coordinate the operation. All Chapter members should attempt to assist this committee in the performance of this service to veterans, even if only occasionally.

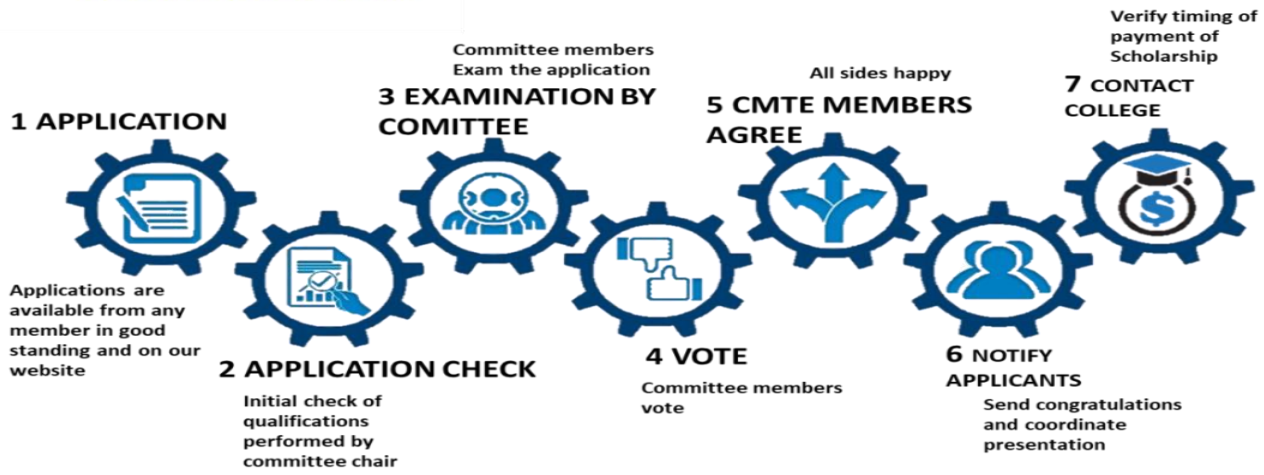
Scholarship Committee

You should screen applications for scholarship assistance from high school students who are dependents of veterans, and who are deserving of our consideration for financial assistance to attend college. You should solicit recommendations from school officials, screen those who have been recommended, and submit your recommendations to the Chapter for those to be awarded financial assistance and the amount of such assistance. Currently 7 Seven-Scholarships \$2500.00

- Applicants must be a graduating high school senior eligible to attend an accredited U.S. College or University in the fall of the application year.
- Applicant must be the relative of or be under the legal guardianship of an American Veteran.
- Applicant must be attending college for the first time in the fall of the Application year.
- Applicant must have a minimum GPA of 3.0 (Provide school transcript).



Shreveport / Bossier City Chapter #30 Scholarship Program Mechanics



NOTES: