

Job Description

VAVS Dept. Coordinator

Ref: Resolution 08-17

RESOLVED, that the Departments now be required to submit the names and contact information of a duly appointed VAVS Department Coordinator, who will provide leadership and support for all Certified Representatives and Deputies within the respective departments; and be it further

RESOLVED, that the contact information for the VAVS Coordinator should be forwarded to the National Headquarters as soon as possible after department elections, but not later than 14 days after said event.

- Accountability to Dept. Commander.
 - Support from National VAVS Representative.
1. Secure AMVETS VAVS Orientation packet
 - a. Become familiar with resources available.
 2. Secure list of all VAVS Reps/Depts currently on file with AMVETS Programs Department.
 - a. Review these individuals with your Department Commander.
 - b. Determine if their health is good enough to be active in the appointment.
 - c. Determine if they are still interested and have the time to attend quarterly VAVS meetings.
 - d. Ensure that their Certifications are current based on the two year certification cycle for their respective department.
 3. Develop relationships with VAVS Chiefs at all VA Medical Centers within your department/state.
 - a. Establish contact directory for all VAMCs.
 - b. Identify VAVS meeting schedule for each facility.
 - c. Identify time, month, that the Annual Joint Review is to occur for each facility.
 4. Ensure that all new Reps/Depts receive their facility orientation within thirty days of their certification.
 5. Assist in developing recruitment goals for each facility and a plan to assist the Reps and Depts in goal achievement.
 6. See that all Department leadership understand the importance of having the VAVS program on all meeting agendas and support the Reps and Depts in making their presentations. (Reports of progress, education and recruitment.)
 7. Assist in training, motivation and recognition for all AMVETS VAVS volunteers.