

## CHAIRMAN GUIDELINES & DUTIES

Congratulations! Your Commander has determined that you are the Comrade to represent the Department of Kansas in the Program to which you have been appointed Chairman. You should feel honored that you were selected from among the over 32,000 VFW members in the State of Kansas.

There have been volumes printed on how to be a Commander, Senior or Junior Vice Commander, Surgeon, Judge or Quartermaster or such other elected officers in the VFW, however, there is little information available on the duties and responsibilities of a Committee Chairman. The duties of a Chairman are fairly consistent whether it be on the Post, District, Department or National level.

The key "Chairmanships" that your Commander relies upon to get the job done in the VFW are listed below. Some of these are the Programs for which we present Awards for outstanding performance at our Annual Convention.

If you Chair one of these Committees, then this Article is for you!

Buddy Poppy	Homeless Veterans	National Home
Community Service	Hospital	PAC
Eagle Scout	Legislative	Patriot Pen
Employment	Law Enforcement	POW/MIA
EMT	Life Membership	Teacher
Firefighter	Membership	Voice of Democracy

The first thing you need to do is get familiar with your Program and find out everything you can about it. If you don't receive any information, call Department Headquarters and ask how you can get the information you need. There is nothing worse for a Commander than to call upon one of his Committee Chairman and the Chairman reports: "I have nothing to report, no one sent me any information about the Program."

If you are the Chairman, then you are responsible for the success (or failure) of the Program regardless of what those around you do. Take the initiative to find out all you can. Make a determined effort to call or write to your District or Post Chairman for your Program. Ask them if they have received the information they need to carry out your program. Keep yourself available to them and let them know you are there to help if they need help. Make sure they have your mailing address and phone number.

After you have accepted the appointment and have obtained all the information you need on what the Programs requires, write up a plan to implement it.

When writing your Program, ensure it covers the following items, as appropriate, for your Program:

1. Goals of the Program
2. Brief description of the Program
3. Reports required
4. Frequency of reports
5. Address to send reports and your phone number
6. Deadline date for end of competition
7. Criteria for awards

8. Number and specific description of awards
9. Itemized expenditures
10. Total budget amount requested

### DEPARTMENT CHAIRMAN

To ensure fairness in Department Program judging, it will be necessary for many Programs to be divided into Divisions of competition. If necessary to do so, those Divisions shall be defined as follows for Department competition:

DIVISION I	-	MEMBERSHIP	-	10 - 50
DIVISION II	-	MEMBERSHIP	-	51 - 100
DIVISION III	-	MEMBERSHIP	-	101 - 200
DIVISION IV	-	MEMBERSHIP	-	201 - 400
DIVISION V	-	MEMBERSHIP	-	401 - 600
DIVISION VI	-	MEMBERSHIP	-	601 - OVER

It is your decision whether or not you divide the competition into Divisions, but if you do, use the above formula.

When determining the number of awards you want to give, keep in mind that these are for State-wide competition and not for competition within a District. For example, giving an award to the Post submitting the most reports for the First District would be inappropriate. It is more appropriate to award the District rather than the Post.

If you divide your Program into divisions, no more than two awards (plaques or trophies for 1st & 2nd place) should be awarded to each Division, plus perhaps one over-all award for the most outstanding program in the State. Feel free to award as many citations or certificates, as you deem appropriate and have the budgeted money for.

On the other hand, don't feel obligated to give out any awards if you don't feel anyone deserves recognition for carrying out, or not carrying out, your program.

**A word of caution:** When you initiate correspondence that will be circulated "outside" of the VFW community, or if you take a position that is contrary to either Department or National policy, make sure that you don't appear to be speaking for the entire Department of Kansas membership. The State Commander is our spokesperson in all matters, so make sure the Commander knows what you are doing. Check with the Commander or Department Headquarters before you release anything to the press or to outside agents. If you have something you want to bring to the attention of the Commander-in-Chief or National Headquarters, you should submit it through the chain-of-command to the Department Commander first.

Again, congratulations on your appointment as a Committee Chairman. The Commander has confidence in your abilities and is counting on you to do the very best job you can. If you have any questions, don't hesitate to call the Department Commander or Department Headquarters for assistance.