

## 1. COMMITTEE MISSION & GUIDANCE

- Mission: help regions and their chapters be increasingly successful in their respective Veterans Affairs Outreach Programs IAW MOWW's Strategic Goals
- Guidance: understand committee roles & responsibilities, and be familiar with and use the entire MOWW website ([www.moww.org](http://www.moww.org)), e.g., MOWW Publications (e.g., MOWW Policy Manual), MOWW Forms (e.g., MOWW Forms 35 and 38), "Tips & Guides," etc. Routinely coordinate with the committee's Oversight VCINC

## 2. COMMITTEE MEMBERSHIP

- The committee consists of a Chair, Vice Chair, Region Veterans Affairs Coordinators and an Oversight VCINC for Veterans Affairs
  - The Commander-in-Chief (CINC) appoints the Chair and the Oversight VCINC; the Chair appoints the Vice Chair
  - Region commanders appoint Region Veterans Affairs Coordinators, and inform the Chair
- NLT 30 September, annually, the Chair informs MOWW/CS and the Oversight VCINC of the full committee's membership

## 3. DUTIES AND RESPONSIBILITIES – Veterans Affairs Community

- Oversight VCINC. Maintain regular contact with the committee to be aware of its activities, issues and challenges, and routinely participate in its forums, e.g., teleconferences, email exchanges, etc. Mentor as needed.
- Committee Chair & Vice Chair
  - Lead the committee and make assignments as needed
  - Assist regions and chapter commanders achieve their Veterans Affairs Program objectives IAW MOWW Strategic Goals and their respective Chapter Action Plans
  - Serve as the MOWW point of contact with national veterans affairs organizations
  - Send correspondence to region veterans affairs coordinators asking for each chapter in every region to email Veterans Affairs Program Award Submissions to the committee chair NLT 1 June, annually. Submissions received after that date will not be considered
  - Once received IAW the guidance immediately above, distribute the Veterans Affairs Program Award submissions received from chapters to committee members for their evaluation, which are to be returned to the committee chair and vice chair NLT 7 June, annually.
  - The Chair & Vice Chair receive Veterans Affairs award evaluations from committee members, and determine award recipients and provides the same to [membership@moww.org](mailto:membership@moww.org) NLT 15 June, annually
- All Committee Members:
  - Assist chapters achieve their Veterans Affairs Program objectives IAW MOWW Strategic Goals and their Chapter Action Plan
  - Assist chapters with developing contacts and expanding involvement with Veteran Service Organizations (e.g., <http://www.va.gov/vso/>), Veterans Administration VA Hospitals, etc.
  - Submit articles for publication in *The Officer Review*™ outlining the Veterans Affairs Program, providing tips, etc.
- Programmatic Actions:

- NLT 1 June: Chair submits the committee report (Word.doc only) to [chiefstaff@moww.org](mailto:chiefstaff@moww.org) for publishing in the annual MOWW Convention Book, and to the Oversight VCINC.
- NLT 1 June: chapter coordinators email Veterans Affairs Award submissions & annual reports to Veterans Affairs Committee
- NLT 15 June: submit list of Veterans Affairs award recipients to MOWW/CS and Oversight VCINC
  - NLT 30 June: prepare a Veterans Affairs Workshop for presentation at the MOWW Convention
- NLT 15 July: convene a teleconference ([www.freeconferencecall.com](http://www.freeconferencecall.com)) with the Chair, Vice Chair, and Region Veterans Affairs Coordinators to review the Veterans Affairs Workshop presentation
- Post-15 August: Chair convenes a teleconference ([www.freeconferencecall.com](http://www.freeconferencecall.com)) with all committee members to discuss convention after actions outlining lessons-learned from the prior Operating Year, the annual MOWW Convention, etc. Provide results to committee and Oversight VCINC, info Chief of Staff. Minimum actions include:
  - Develop articles on techniques chapters use to win awards, and submit them to the Chief of Staff for publishing in *The Officer Review*®
  - To update the Policy Manual, review Veterans Affairs Program Award criteria and recommend changes to the Chief of Staff and the oversight VCINC using the process outlined in the MOWW Policy Manual
  - NLT 30 September: develop program goals, coordinate them with Oversight VCINC, and publish them
  - NLT 30 January and 30 June, annually, conduct an Veterans Affairs Program Review and adjust program as necessary

#### 4. DUTIES AND RESPONSIBILITIES – Region Veterans Affairs Coordinators

- Assist the region commander in establishing, strengthening or expanding each chapter's Veterans Affairs Program
- Work with the region's chapters to ensure their Chapter Activity Plans include Veterans Affairs Outreach Program activities (see MOWW Form 38 for focus areas)
- Assist chapters with developing contacts and expanding their involvement with veterans affairs organizations
- Coordinate with each of the region's chapters regarding making a chapter Veterans Affairs Program Award submission

#### 5. DUTIES AND RESPONSIBILITIES – Chapter Veterans Affairs Coordinators

- Chapter commander appoints the Chapter Veterans Affairs Program Coordinator and informs region commander of same
- Scaled to chapter size and capabilities, execute the Veterans Affairs Program portion of Chapter Action Plan
- Develop a Veterans Affairs POC List for Veterans Affairs units supported to record partner information, to use for the next Program, and to support initiatives, e.g., hospital visits, assistance in securing VA benefits, involvement in chapter activities
- Chapter Veterans Affairs Program Coordinator provides a Veterans Affairs presentation during each chapter meeting
- NLT 1 June, submit chapter's Veterans Affairs Award submissions and the Activity Report to the national committee Chair