

## **Vice President for Veterans Affairs**

The Vice President for veterans Affairs is an appointed position by the Chapter President. He/she is the primary person responsible for monitoring veterans and retirees events in the local community.

Responsibilities include:

- Keep Chapter officer and appointed VPs aware of veterans-related activities and issues
- Stay current on the legislative situation at the National, State and local levels - AFA will provide periodic updates to assist.
- Learn the legislative process and the legislative calendar.
- Maintain a close liaison with legislators at all levels of government.
- Maintain a close liaison with the appropriate offices at AFA National Headquarters.
- Participate in legislative seminars and/or symposia at the regional, state and local level.
- Maintain an effective liaison with other locally based military organizations
- Assist in the response of AFA National "Calls to Action"
- Maintain a close liaison with the State and local offices of the Veterans Administration and Veterans Affairs
- Act as Chapter liaison for the city's Veterans Day Parade activities
  - Attend planning meetings as required
  - Act as the Chapter liaison for the Wreath Laying Ceremonies on Veterans Day and Memorial Day
    - Attend planning meetings as required
    - Responsible for acquiring a new wreath when needed
- Act as Chapter liaison with other national, state, and local military and veteran/retiree focused organizations and ensure Chapter involvement in any retiree activity
- Monitor and coordinate AFA National veterans and retiree actions
- Act as primary Chapter point of contact for the local Veterans and Retiree Councils
  - Attend scheduled meetings for all activities above as required
- Stay abreast of changes to Tricare benefits
- Provide written notification of upcoming events/issues/changes to the VP for Communications for articles for the Chapter newsletter
- Maintain a Continuity Folder of how this job is performed. This will assist the successor in learning this job