

STANDARD OPERATING PROCEDURES
DEPARTMENT VAVS REPRESENTATIVE

It shall be the duty of the Department Veterans Administration Volunteer Service Representative to:

- (1) Maintain close contact with the Veterans Administration Chief of Voluntary Service for the purpose of keeping abreast of the changes in policies pertaining to the VAVS Program.
- (2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Detachments and subsidiary units in their participation in the VAVS Programs at hospitals within the State of Florida through the MCL Representative at each of the VA Medical Centers in the State.
- (3) Receive recommendations from Detachments of members willing to serve in the VAVS Program. Ensure that all Representative and Deputy Representatives have the necessary certifications or re-certification from the Marine Corps League's National VAVS Representative. (Instructions and forms can be found at the National website's VAVS page).
- (4) Guide and instruct Detachment VAVS Chairmen and VAVS volunteers in the proper conduct of their functions as related to VAVS Programs and establish standards for required reports.
- (5) Ensure that all required comprehensive VAVS Program Activity reports from Detachments are forwarded to the National VAVS Representative.
- (6) Maintain a roster of the Local VAVS representatives and deputies, and ensure that any changes to the roster be provided by the local VAVS Representative.
- (7) The Department VAVS Representative should, at least quarterly, contact each of the local representatives or their deputies. Check with them to see if there are any activities conducted by the local VAVS outside the VA Medical Center.