

Polish Legion of American Veterans, U.S.A.



Internal Operations

Section 2

Officers Duties and Responsibilities

OBJECTIVES

- It is the Objective of the Polish Legion of American Veterans, U.S.A., National Department, to clarify duties and responsibilities of the Officers, Directors and Committees members.

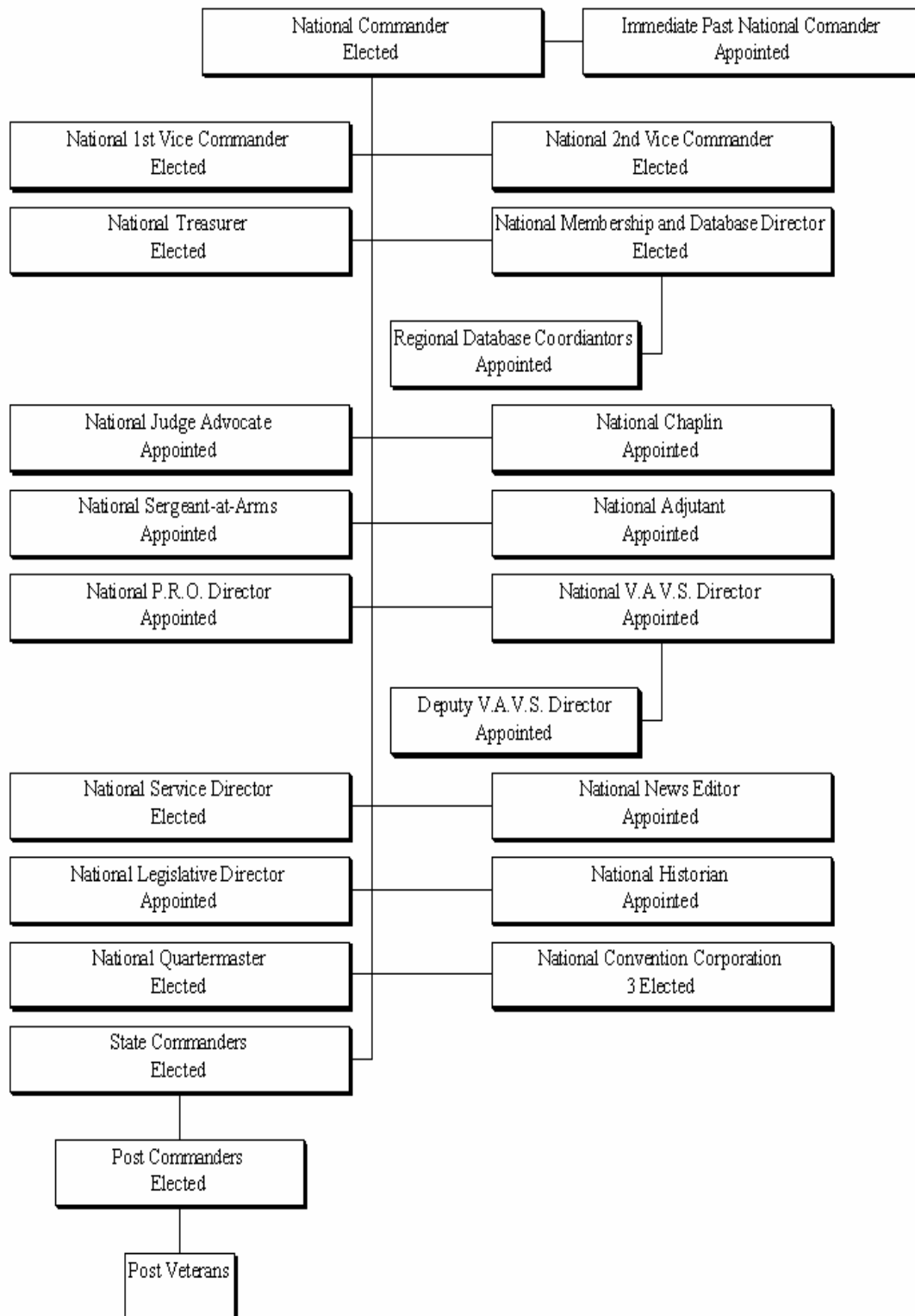
Organizational Chart

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Officers

- National Commander S2-3
- National First Vice-Commander S2-3
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- National Membership & Database Director S2-5
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Polish Legion of American Veterans, U.S.A.



NATIONAL COMMANDER

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 1)

- Executive Head of Organization
- Chairman of National Convention and National Executive Committee meetings
- Oversees the National Department's finances
- Appoints Constitutionally required National Officers and Committees
- In possession of Organization's Charter and all surety bonds of National Officers who are required to post such bonds
- Represents Organization at functions that are deemed beneficial to the Organization and issues concerning Veterans
- Represents Organization at the Memorial Day and Veterans Day ceremonies in Washington, D.C.
- Calls to order special meetings
- Attends 25th and 50th anniversaries and State Department Conventions upon invitation
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

NATIONAL FIRST VICE-COMMANDER

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 2)

- In the absence of the National Commander, represents the Organization at various functions
- In the absence of the National Commander, presides over the National Executive Committee meetings
- Co-Chairman of National Membership Committee and Membership Awards Programs
- Co-signs all National Department checks
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

NATIONAL SECOND VICE-COMMANDER

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 3)

- In the absence of the National Commander, represents the Organization at various functions
- Aid to National First Vice-Commander when called upon
- In charge of Americanism and Youth programs
- In charge of General Fund and Service Officer raffles
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form
- **DUTIES PRIOR TO A NATIONAL CONVENTION**
 - Must have all items assembled to conduct the National Raffle (Ticket Stubs and necessary equipment)
- **DUTIES AT THE NATIONAL CONVENTION AND THE NEC MEETINGS**
 - Be available to conduct meetings should the National Commander or 1st Vice Commander require it.
 - To conduct the National Raffle
- **DUTIES AFTER NATIONAL CONVENTION**
 - To give the incoming 2nd Vice-Commander the information and materials necessary to conduct the National fundraiser for the next two years.
 - To advise the incoming 2nd Vice-Commander in his duties and position entails other than what is mentioned in the constitution.

NATIONAL MEMBERSHIP & DATA BASE DIRECTOR

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 5 and Article II, Sec. 19)

- Maintain records of all annual dues payments from State Departments, Posts and Members-at-large membership
- Forward all funds received to the National Treasurer for proper deposit
- Keep official records of the membership and furnish a membership report at the National Convention and all National Executive Committee meetings
- Issue all computer generated membership cards, Life membership certificates and Honorary membership certificates and cards
- Solely responsible for the issuance of New Post numbers and upon receipt of the New Post Application and dues forward processed Application to National Adjutant for issuance of a National Charter after National Executive Committee approval.
- Co-Chairman of National Membership Committee which shall be responsible for the National Awards Programs and issuing of all membership Award Certificates, maintain a stock of all required membership forms as mandated by the National Membership Committee.
- In charge of the National Data Base for the National Department and the Ladies Auxiliary
- Chairman of Membership sub-committee known as the Data Base Committee which include the regional Data Base Coordinators
- Appoints and supervises Regional Data Base Coordinators
- Submit expense vouchers to the National Department and Ladies Auxiliary, Treasurer's for the Fiscal Data Base Membership assessments and disburse same to the Regional Data Base Coordinators
- Furnishes as required by the National News Editor for National Newspaper mailings and the National Second Vice-Commander for National Raffle mailings either manufactured labels or data transmitted to a mailing service for production of the required labels.
- Maintain back-up copy of the most recent data transmitted by the Regional Data Base Coordinators for required mailings.
- Furnishes surety bond as specified
- Attends all National Executive Committee meetings with travel, room, per-diem and other expenses related to the performance of duties paid by the National Department. Expenses are to be paid only if within the specifications as stated on the National Department expense form

NATIONAL TREASURER

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 6)

- Custodian of National Department funds and property
- Signs all vouchers disbursing funds of the National Department and co-signs all checks with the National First Vice-Commander
- Prepares financial reports for the National Convention and all National Executive Committee meetings
- Designates an accredited accounting firm to perform annual audit as required by National Charter
- Forwards copy annual audit to National Adjutant for inclusion in annual report to Congress
- Serves the Quartermaster of the Organization
- Issues updated National Constitution when necessary
- Advisor to the Budget and Audit Committee
- Furnishes surety bond as specified
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form
- **DUTIES AT THE NATIONAL CONVENTION AND THE NEC MEETINGS**
 - Prepares financial reports for all the NEC Meetings
 - Prepares two year financial report for the National Convention
 - Advisor to the Audit and Budget Committee
- **DUTIES ON A MONTHLY BASIS**
 - Reconcile checking and savings accounts monthly
 - Make entries into Ledger book monthly
- **GENERAL DUTIES**
 - Signs all vouchers disbursing funds of the National Department
 - Co-signs all checks with the National Commander or National first Vice-Commander
 - Designates an accredited accounting firm to perform annual audit as required by National Charter
 - Request written inventory report from the National Quartermaster. This inventory is to be included in the Audit Report.
 - Forward copy of annual audit to National Adjutant for inclusion in annual report to Congress.
 - Issues updated National Constitution when necessary.
 - Furnishes surety bond as specified for the National Membership Director, National Treasurer, National Quartermaster and National Convention Treasurer.

NATIONAL JUDGE ADVOCATE

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 7)

- Advisor on all legal matters for the organization
- Serves on the Veterans Affairs and Legislative Committee
- Serves as Parliamentarian at National Convention and all National Executive Committee meetings
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

CHAPLAIN

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 9)

- Spiritual Advisor to National Department
- Hold services at National Convention and all National Executive Committee meetings
- Serves on the Public Relations Committee
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form
- **DUTIES DURING NATIONAL CONVENTION AND NEC MEETINGS**
 - Hold religious services as requested by the National Commander.
 - Open the National Convention and NEC Meetings with an invocation
 - Close the National Convention and NEC Meetings with a benediction
 - Provide for the celebration of Mass for the participants
 - Serve as liaison to the Ladies Auxiliary
- **GENERAL DUTIES**
 - Attend and participate in local Veteran's events and ceremonies by invitation. As schedule permits
 - Send letters of "get well" and "sympathy" upon the hearing of illness or death of a National Executive Committee member and/or their family members
 - Make visits and appearances as requested by the National Commander

SERGEANT AT ARMS

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 10)

- Custodian of Colors
- In charge of the Color detail during presentation and retirement of Colors
- In charge of the Color detail at the Memorial Day and Veterans Day ceremonies in Washington, D.C.
- Maintain order during meetings
- Signs in, introduces and escorts guests that attend National Convention and all National Executive Committee meetings
- Assist National Commander and Americanism and Youth Officer
- Serves on the Public Relations Committee
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

LEGISLATIVE OFFICER

(Refer to the Constitutions and By-laws, Part II, Article II Sec.11)

- Advisor to the organization on all legislative actions
- Serves as Chairman of the Legislative Committee at the National Convention and all National Executive Committee meetings
- Insures that all approved organizational resolutions are transposed into legislative proposals and forward them to the House and Senate Veterans Affairs Committees
- May appear in Washington in support of organizational resolutions upon National Commander's approval
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

NATIONAL SERVICE DIRECTOR

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 12)

- Directs and supervises all Veterans service activities for the organization
- Advise and inform all Posts and State Departments of existing Veteran's benefits and rights
- Assist disabled and physically handicapped veterans apply and qualify for compensations and/or pensions
- Assist widows and Veteran's dependents in obtaining compensation, educational assistance or pension, death and benefits
- Prepare report as to the service activities and programs of the Organization and forward to the National Adjutant for inclusion in the annual report to Congress
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

NATIONAL NEWS EDITOR

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 13)

- Manage and supervise all facets of the National P.L.A.V. News
- Publish and distribute the number of issues as directed by the National Convention
- Manage the finances of the publication under the general supervision of the National Executive Committee
- Serves on the Public Relations Committee at the Convention and all National Executive Committee meetings
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

IMMEDIATE PAST NATIONAL COMMANDER.

(Refer to the Constitutions and By-laws, Part II, Article II Sec.)

- Advisor to the newly elected Commander and National Department
- Assist in the transition of office of the National Commander and informs all interested parties of the Organization's change in leadership
- Serves as Chairman of the Past National Commanders Advisory Committee
- May attend all National Executive Committee meetings however only at the first National Executive Committee meeting after his retirement from office are travel and room expenses paid by the National Department. At all other National Executive Committee meetings, only the per-diem expense is paid

NATIONAL PUBLIC RELATIONS OFFICER

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 14)

- Responsible for preparation and dissemination of news releases to all media
- Submits all news releases to the National Commander or National Executive Committee for approval prior to sending the release to the news media
- Serves as Chairman of the Public Relations Committee at the National Convention and all National Executive Committee meetings
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

NATIONAL ADJUTANT

(Refer to the Constitutions and By-laws, Part II, Article II, Sec. 4)

- Conducts all official correspondence of the National Department
- Keeps official records of all meetings
- Issues National Convention and National Executive Committee minutes to all Posts, State Departments, National Officers, and Past National Commanders
- State Department Commander are sent the National Convention and National Executive Committee minutes for all the Posts within their State Department
- Prepares New Post and State Department Charters for issuance by the National Commander and issues replacement Charter upon direction of the National Executive Committee
- Insures that Post and State Department Officers Roster are submitted on a annual basis
- Maintains and issues a mailing list of all active Posts and State Departments to all Posts, State Departments, National Officers, and Past National Commanders on a annual basis
- Issues informational bulletins upon direction of the National Commander
- Insures that all manuals and forms of the organization are updated
- Publishes annual report to Congress and forwards them to the House and Senate Veterans Affairs Committees
- Reviews annual IRS sub-ordinate unit report and updates as necessary
- Serves as the Secretary at the National Convention and all National Executive Committee meetings
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form
- **DUTIES PRIOR TO A NATIONAL CONVENTION**
 - Mail National Commanders Proclamations.
 - Gather and publish all resolutions and 2-year officers' reports.
 - Mail instructions and procedures about convention to organization.
 - Gather all veterans' mandates (used for National Commanders Committee assignments).
 - Order all official ballots for elections.
 - Make sure copies of committee assignments, rules and procedures, and resolutions are in delegate's packets.
- **DUTIES DURING NATIONAL CONVENTION**
 - Read 1st and last paragraphs of last convention, correspondence and committee assignments.
 - Record all proceedings that have transpired during the convention.
 - Collect all committee reports.
- **DUTIES AFTER NATIONAL CONVENTION**
 - Extract all information from tapes and reports and make a master copy.
 - From the master copy, collate and have printed enough copies for all delegates and National Officers plus fifteen (15) extra copies.
 - Mail out convention minutes to organization plus eight (8) copies to National Judge Advocate.
 - All of the above are to be completed within forty-five (45) days from the end of the convention.

- **DUTIES REGARDING NEC MEETINGS (4)**
 - Make arrangements for meeting sights
(can use assistance from State Commanders or NCC Directors)
 - Mail meeting notices and agendas
 - Record and mail NEC minutes following same procedures as outlined for the National Convention
- **GENERAL DUTIES**
 - Handles all National correspondence received.
 - Assists National Commander, when requested, with his correspondence.
 - File all State and Post officers' roster reports.
 - Issue all new State Department or Post charters
 - Compiles State Department and Post status reports to I.R.S.
 - Writes confirmation letter for Posts requesting rifles.
 - Issues all Special Bulletins.
 - Answer all phone inquiries to the National Department.

VAVS DIRECTOR

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 16, Par. 1)

- Certifies all representatives and deputies to VAVS Hospitals
- Formulate and coordinate all National VAVS policies and programs of the Organization subject to the instructions of the National Convention and instruct and assist VAVS Officers of the State Department and Post in their implementation
- Gather information concerning the VAVS programs of the State Department and Posts
- Issue annual report to Congress concerning VAVS programs of the Organization
- Appoint Deputy VAVS Director with the advice and consent of the National Commander
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form
- **DUTIES PRIOR TO NATIONAL CONVENTION**
 - To obtain Volunteers Hours from the State VAVS Chairman or Posts for PLAV National VAVS Awards program.
 - To make up Certificates and Plaques for outstanding service awards.
 - To make a list of all the Volunteers and their hours who will receive the PLAV National VAVS Awards.
 - Prepare a two (2) Year National VAVS report of all visits, hours, travel, material and monetary donations.
- **DUTIES DURING NATIONAL CONVENTION**
 - At the Joint Session, of the National Convention, the National VAVS Awards are given to the recipients that are present and to the State Commanders to those that are not present. Awards are presented to persons having over 100 volunteer hours to their credit and up to 25,000 or more volunteer hours.
 - Present a two (2) Year National VAVS report of all visits, hours, travel, material and monetary donations.

- **DUTIES AFTER NATIONAL CONVENTION**
 - Appoint a National VAVS Director Deputy with the approval of the National Commander.
 - The National PLAV VAVS Director or the National Commander writes to the National VAVS Director in Washington, DC to confirm any changes or additions to the persons that are appointed to either remain or are replaced as representative's to the National VAVS Advisory Committee. Both the PLAV National VAVS Director and the PLAV National PLAV Deputy Director will be placed on the address list and all material concerning the VAVS and the VAMC's committee reports will be mailed to them, quarterly.
- **DUTIES REGARDING NEC MEETINGS (4)**
 - To notify the State VAVS Chairman regarding the Six (6) Month reports they received from the VAVS Representatives on all Visits, hours, travel and donations they make to the VAMC, VA Hospitals or clinics they service.
 - Sent the Six (6) Month Report to the National VAVS Director (Rep), in compliance with the National VAVS Advisory Board. (Fiscal Year (FY) is October 1, thru September 30. The Six Month reports are for September 1, to March 31, and April 1, to September 30.
 - Compiles an annual VAVS report which will be sent to the National Adjutant before December 1. Of every year for the PLAV National report mailed to the Veterans Affairs Committee in Washington. DC by December 3rd as directed by our Charter.
 - Prepares the report for the NEC meeting
 - Serve as Veterans Affairs & Legislation Committee
 - Make arrangements for National Officers to visit with local VAMC that is near the NEC Sites.
- **GENERAL DUTIES**
 - If appointed to serve on the National VAVS Advisory Executive Committee by the National VAVS Director in Washington, DC, The PLAV Nationals VAVS Director shall be authorized to attend all meetings as directed by the National VAVS Director in Washington and approved by the National Commander
 - Answer all Annual Joint Reviews that he receives from all of the VAMC's VA Hospitals and Clinics.
 - Is the only authorized person that can certify a person (Female or male, not a veteran or member of the PLAV) to be a VAVS Representative or Deputy.

DEPUTY VAVS DIRECTOR

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 16, Par. 2)

- Assists the VAVS Director and performs any other duties as directed by the National Convention, National Commander or National Executive Committee
- Not considered to be an officer position so no expenses are paid by the National Department
- May attend any or all National Executive Committee meetings but no expenses are paid

ARCHIVES DIRECTOR

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 18)

- Maintains and supervises the Archive Room of the Organization
- Manages the storage and display of files, minutes, historic papers, photographs, paraphernalia and records of the Organization
- Receives no salary
- May attend any or all National Executive Committee meetings but no expenses are paid

NATIONAL QUARTERMASTER

PAST NATIONAL COMMANDERS

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 1)

- Advisers to the National Department with the right to vote
- Serve on the Past National Commanders Advisory Committee and entitled to vote for the consideration of bestowing the WHITE EAGLE AWARD
- May attend any or all National Executive Committee meetings but the only expense paid by the National Department is for per-diem. Entitled to elevated per-diem expense if not currently hold another elected or appointed National Office

STATE DEPARTMENT COMMANDERS

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 1)

- Official representative of Posts within their respect State Department to the National Department
- Presents at the National Executive Committee meetings all business emanating from their respective State Departments that requires action by the National Department
- Serve on the Budget & Audit Committee at the National Convention and all National Executive Committee meetings
- Responsible to their Posts for reporting all actions by the National Department at National Executive Committee meetings
- Forwards the National Convention and National Executive Committee meeting minutes to the Posts within their State Department when received by the National Adjutant
- Attends all National Executive Committee meetings with travel, room and per-diem expenses paid by the National Department. Expenses are paid only if within the specifications as stated on the National Department expense form

BOARD OF DIRECTORS

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 1)

- Consist of the three National Convention Corporation Directors and National Commander
- Elect the President, Secretary and Treasurer of the National Convention Corporation for two year terms
- Hold annual meetings in conjunction with the National Executive Committee

NATIONAL CONVENTION CORPORATION

(Refer to the Constitutions and By-laws, Part II, Article II Sec. 1)

- Composed of three Directors and consist of a President, Secretary and Treasurer which are elected by the Board of Directors for two year terms
- President is Chairman of the National Convention Corporation
- Provide necessary funds to cover all expenses of a National Convention
- Provide suitable location for the National Convention
- Abide by all instructions outlined in the Constitution and By-laws
- One Director attends National Executive Committee meeting upon call of the National Commander
- Chairman responsible for submitting written progress reports to all National Executive Committee meetings
- Has a voice but no vote at National Executive Committee meeting
- Furnishes surety bond as specified
- Is responsible to the National Commander and the National Executive Committee

REGIONAL DATABASE COORDIANTORS

- Maintain an up-to-date membership address list database with the state, area or region he or she is responsible for.
- Provide an up-to-date address database table to the National Membership Director for mailing of the National newsletters and raffles.
- Provide mailing labels to the Post, Chapters or State Departments when required and properly approved by the State or Post Commanders. (see section 8 page 2)
- To maintain the integrity of the database by giving only the properly authorized persons information.