



**Department of Hawaii**

**STANDARD OPERATING PROCEDURES  
(SOP)**

**Admin: Appointments for the year**

**DEPARTMENT OF HAWAII  
VETERANS OF FOREIGN WARS  
OF THE UNITED STATES**

Updated March 2025

**STANDARD OPERATING PROCEDURES (SOP)  
FOR  
DEPARTMENT OF HAWAII  
VETERANS OF FOREIGN WARS OF THE UNITED STATES**

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# **Appointments**

## **PURPOSE**

The State of Hawaii Veterans of Foreign Wars, SOP describes the process used in making the appointments made during the year.

## **SECTION 1**

### **Control and Administration**

The SOP is administrated by the State Adjutant.

### **SOP REVIEW**

The SOP will be reviewed to ensure the following:

1. Contact information is accurate and up to date.
2. The SOP will be updated to ensure compliance with the National Bylaws, and applicable directives and regulations.
3. The SOP with changes will be submitted to the State Adjutant no later than 45 days before the start of the Department Convention.

After an initial approval by the State Commander, This SOP will be reviewed annually. The Senior Vice Commander will review the SOP before the Department Convention. The State Adjutant will present the SOP at the first COA after the Department Convention for approval. After approval the SOP will become immediately effective. During the year any changes to the SOP will be given to the Department Adjutant for distribution and a vote on at the next COA.

## **SECTION 2**

### **Department Staff Appointments**

Appointments are needed to ensure the operation of the Department. The Department Commander makes the appointments. The list of appointments is presented during the Department Convention and published in General Order #1. Department appointments with a salary attached need Council of Administrators (COA) concurrence for approval. According to Department Bylaws a person may only hold one office with a salary attached, if there are no suitable candidates for either office, and then the COA may approve the dual salaries/appointments with a two-thirds vote. COA concurrence is required for the removal of any salaried appointments. Department Salaried positions are currently State Quartermaster, State Adjutant, Department Service Officer, Assistant Service Officer, Service Office Administrative Assistant, and one additional Service Officer.

Committee Chairs are expected to attend every COA and report on the status of their committee operations. A written report shall be submitted to the Department Adjutant for inclusion in the minutes of the meeting. Committee chairs are to be knowledgeable in the operation and goals of their respective committees. Guidance and References for the details of the committee are found in the National and Department websites and SOP's

### **Appointed Positions**

**These appointments are made effective immediately after the close of the Department Convention.**

**The following are Department Staff or Committee Chair Appointments.**

- 1. State Adjutant\***
  - a. Assistant Adjutant**
- 2. State Chief of Staff**
- 3. State Officer of the Day**
- 4. State Sergeant at Arms**
- 1. State Inspector**
  - a. Assistant Inspector (Located on Hawaii Island)**
  - b. Assistant Inspectors (Oahu 3 members minimum)**
- 2. Parliamentarian**
- 3. Bylaws and Resolutions**
  - a. 4 members minimum (At least one from previous year)**
- 4. Department Service Officer\***
  - a. Department Service Office Manager\***
  - b. Assistant Department Service Officer\* (Located at TAMC)**
  - c. VFW Service Officer (American Samoa)**
  - d. VFW Service Officer**
  - e. VFW Service Officer**
  - f. Outreach**

5. Service Office Oversight
  - a. 3 members Minimum
6. Homeless Veteran
7. Hospital
8. Employment
9. Budget/Finance
  - a. 3 Members Minimum
10. Audit
  - a. 3 Members Minimum
11. Investment
  - a. 3 members minimum
12. Ways and Means/Fundraising
13. Public Relations
14. Website and Social Media
  - a. 3 members minimum
  - b. Digital Assistant
15. Community Activities
  - a. Day of Service
  - b. Loyalty Day
16. Buddy Poppy
17. State Legislative
18. Membership
  - a. Life Membership
  - b. Legacy Life Membership
19. National Home/Hawaii House
20. Programs
  - a. Youth Activities and Scholarships
    - i. Voice of Democracy
    - ii. Patriot's Pen
    - iii. JROTC
    - iv. ROTC
    - v. Scouting
  - b. Safety
    - i. EMT/Police/Firefighter/Lifeguard of the Year
  - c. Citizen Teacher of the Year
21. Veterans and Military Service
22. POW/MIA
23. Student Veterans
24. Citizenship Education

- 25. Employment**
- 26. Convention/Time and Place**
  - a. Time and Place
  - b. National Convention
  - c. State Convention
- 27. Special Events/Parade**
  - a. Western Conference
- 28. Strategic Planning/ Building**
- 29. Auxiliary Liaison**
- 30. Oahu Veterans Council Liaison**

The State Commander may appoint other Committees as necessary.

Committee Chairs may appoint other members to their committee as necessary. The State Commander will approve all members of committees and their names will be published in a General Order.

Elected Officers may appoint assistants as necessary. The State Commander will approve all assistants and their names will be published in a General Order.

- Denotes Salaried Position

## **SECTION 3**

### **National Appointments**

**These appointments are made in July or August of the year.**

The following appointment for a National Committee and requires the written concurrence of the Commander, Senior Vice and Junior Vice Commanders before a committee member can be appointed or changed. A letter on Department letterhead signed by all three Line Officers must be submitted through the State Adjutant to National to effect any change. This appointment requires a minimum of a three-year commitment on the part of the committee member.

1. National Legislative Committee Member

**Duties:** The National Legislation Committee Member is selected by the Commander. This appointment is for a minimum of 3 years. The Committee member coordinates with the VFW National Legislative Service Office in Washington D.C. which is tasked with Advocating Quality of Life issues for Military, Veterans and their families, Disability Assistance & Memorial Affairs (DAMA) through legislation and Grassroots Advocacy. The Legislative Committee member is tasked with the following: Coordinating Departmental visits with our Congressional delegation, keeping abreast of

National Legislation, monitoring Action Alerts, promoting VFW Action Corps, conducting “Get out the Vote Campaigns”, Coordinating town halls, distributing information about the VFW legislative goals (Priority Goals) and obtaining Student fellows for the VFW/SVA Fellowship program. The Committee member is responsible to submit a monthly report to NLS detailing Legislative Committee activities.

The following appointment is for a National Committee. They require the appointee to attend the next National Convention. They are one-year appointments.

1. National Woman’s Veterans Committee
2. National Veterans Service Committee: The member recommended for the National Veterans Service Committee should be a professional or a well-trained service officer, such as the Department Service Officer. This person should know the program in order to review the resolutions at the National Convention. Also, the Director, NVS, will confer with these members throughout the year on programs concerning the VA entitlements policy and involvement with the military, along with other issues having to do with Veterans Service.

## **SECTION 4**

### **Unpaid National Appointments**

**Unpaid National appointments are made in the July or August of the year.**

#### **1. National Deputy Chief of Staff**

This appointment is contingent on the member's agreement to assist the Department of Hawaii with your membership program and in organizing new Posts. A National Deputy Chief of Staff who is committed to these purposes is essential to your success. Therefore, it is requested that you contact the member prior to submitting his or her name for your recommendation. This member must be willing to commit his time and effort in support of your goals for the year.

#### **2. Assistant Inspector General**

This appointment requires the member to assist you with your Department Inspections and membership programs.

#### **3. Special Aide-de-Camp**

A member recommended for this appointment should be available to accompany the Commander-in-Chief and other National Officers during their visits to your Department.

#### **4. National Aide-de-Camp**

The Commander-in-Chief requests that you give careful consideration to the service these members have given in the past, as well as their abilities to assist you with your Department membership programs. We usually name at least one from each neighbor island and at least 3 from Oahu.

## **SECTION 5**

### **PAID CONVENTION APPOINTMENTS**

In January, the Department will need to submit a list of your recommendations for national appointments to serve on convention committees at the National Convention. The appointees need to be able to attend the National Convention. The appointees can make their reservations when they receive the appointment letter. This will ensure they have the opportunity to be in the same hotel as the other members of their department.

Your nominees, need to know, that by accepting the committee appointment, they will be required to attend the assigned resolutions committee, any training/workshops that are associated with the assigned committee and ALL business sessions in their entirety. Understand that these appointments are for the entire convention unless approved by the Commander-in-Chief. Failure to fully comply with the terms of this appointment will result in the forfeiture of future appointment consideration and a reduction in Department appointment allocations as well as the possibility of returning funds paid to attend. National Sergeant-at-Arms will perform random roll calls with Department commanders.

Nominated individuals must have been credited with recruiting at least one new or reinstated member. List the individuals you recommend in order of preference. The Commander-in-Chief will assign the appointments to convention committees. Please include the name, address, Post number, card number and name of conflict/campaign for every individual. Be sure your list includes all this information.

Appointments will receive transportation to the convention and an allowance to help defray expenses.

The Legislative Committee members are not automatically invited to attend the convention since they meet in Washington in September and March. If you want a member of this committee to be invited to the convention, you must include their name on your recommendation list.

The number of appointments the Department of Hawaii receives, as well as the individuals in the Department who receive them, is the prerogative of the Commander-in-Chief or his designee.

## **APPENDIX**

- A. Sample Unpaid Appointment Spreadsheet**
- B. Sample NMS/NLS Appointment Letter**

**Department of:  
Unpaid Committee Appointments**

**Chief of Staff**

	Member #	Post	First Name	Last Name	Address	City
1						
2						
3						
4						
5						
6						

**Inspector General**

	Member #	Post	First Name	Last Name	Address	City
1						
2						
3						
4						
5						
6						

**Special Aide-de-Camp**

	Member #	Post	First Name	Last Name	Address	City
1						
2						
3						
4						
5						
6						

**National Aide-de-Camp**

	Member #	Post	First Name	Last Name	Address	City
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Dan West,  
Adjutant  
General

Our recommendation for the appointment to the National Legislative Committee is John Doe has also agreed to the three year minimum commitment.

This recommendation comes with the concurrence of the Senior Vice Commander Joseph Frank Brasg, and Junior Vice Commander Ronald Schaedel.

Below is the member number and contact information.

Member Card Number: 123456789

Name: John Doe

Current address: 91-94 Hanakahi  
Ewa Beach, Hawaii 96706

Post Number: 12138

Phone Number: 808-286-2344

Email: [email@aol.com](mailto:email@aol.com)

Signatures of Dept Commander, Senior Vice Commander and Junior Vice Commander

Commander:

Senior Vice:

Junior Vice:

V/R

Adjutant, Department of  
Hawaii Office :(808)946-7250  
Cell: (808)-953-8628  
Email: vfwhawaii@yahoo.com