



VETERANS OF FOREIGN WARS.

Department of Hawaii

**STANDARD OPERATING PROCEDURES
(SOP)**

Admin: Appointments for the year

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

Updated February 24, 2022

**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 given to the Department Adjutant for distribution to voted 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.

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

The following are Department Staff or Committee Chair Appointments.

- 1. State Adjutant***
- 2. State Chief of Staff**
- 3. State Judge Advocate**
- 4. State Surgeon**
- 5. State Inspector**
 - a. Assistant Inspector (Located on Hawaii Island)**
 - b. Assistant Inspectors (Oahu 3 members minimum)**
- 6. State Officer of the Day**
- 7. State Sergeant at Arms**
- 8. Parliamentarian**
- 9. 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**
- 10. Veterans Service Advisory/Service Office Oversight**
 - a. 3 members Minimum**
- 11. Homeless Veteran**

- 12. Hospital**
- 13. Employment**
- 14. Budget/Finance**
 - a. 3 Members Minimum**
- 15. Investment**
 - a. 3 members minimum**
- 16. Ways and Means/Fundraising**
- 17. Audit**
 - a. 3 Members Minimum**
- 18. Membership**
 - a. Life Membership**
 - b. Legacy Life Membership**
- 19. Buddy Poppy**
- 20. National Home/Hawaii House**
- 21. Student Veterans**
- 22. Public Relations**
- 23. Website and Social Media**
 - a. 3 members minimum**
 - b. Digital Assistant**
- 24. Programs**
 - a. Youth Activities and Scholarships**
 - i. Voice of Democracy**
 - ii. Patriot's Pen**
 - iii. JROTC**
 - iv. ROTC**
 - v. Scouting**
 - vi. Safety**
 - 1. EMT/Police/Firefighter/Lifeguard of the Year**
 - b. Citizen Teacher of the Year**
- 25. Community Activities/Service**
 - a. Loyalty Day**
- 26. POW/MIA**
- 27. Student Veterans**
- 28. Employment**
- 29. State Legislative**
- 30. Bylaws and Resolutions**
 - a. 4 members minimum**
- 31. Convention/Time and Place**

- a. National Convention
- b. State Convention
- 32. Western Conference
- 33. Special Events/Parade
- 34. Strategic Planning/ Building
- 35. Auxiliary Liaison
- 36. 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

The following appointments are for National Committees and require the written concurrence of the Commander, Senior Vice and Junior Vice Commanders before a committee member can be removed or named. A letter on Department letterhead signed by all three Line Officers must be submitted 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
2. National Veterans Military Service Committee Member

The following appointments are for National Committees. They require the appointee to attend the next National Convention. They are one year appointments.

1. National Programs Committee
2. National Service Office:

Duties:

1. **National Legislative Committee:** The National Legislation Committee Member is selected by the Commander. This appointment is for a minimum of 3 years. Any change in the appointment needs concurrence with the State Senior and Junior Vice Commanders in a written letter sent to National. 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.

2. **National Veterans and Military Service Committee:** The Veterans & Military Support Chairperson is essential in coordinating efforts to support our armed forces. The VFW Veterans & Military Support Chairperson serves as the VFW's representative for all of the major programs:
 - a. Military Assistance Program (military unit support)
 - b. Unmet Needs (financial assistance)
 - c. VFW "Sport Clips Help A Hero Scholarship" Program

Send in the Chairman's Report monthly stating your activities and informing VFW National of local events and activities reported from your Posts

- Communicate information from VFW National to Posts i.e.: o monthly newsletter o email communication
- Acts as our Point of Contact and coordinator for any military requests from the Department level, i.e.: provides a local VFW POC for specific events
- Works with the Auxiliary Veterans and Family Support Ambassador
- Must be familiar with all Veterans & Military Support Programs procedures, forms, reports, program information and the various support materials we offer on all Veterans & Military Support Programs information is available behind the login at www.vfw.org.
- Establish and/or build relationships with the active military installations, National Guard and Reserves in your individual state.

3. **National Programs Committee Member:** The member recommended for the National Programs Committee will be the link between the national staff and the Department on the Voice of Democracy, Patriots Pen and Teacher awards. The goal is to have 100 percent participation in each program. The members will also be kept informed on other programs such as Scout of the Year and other pertinent programs.

4. 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

1. National Deputy Chief of Staff

This appointment is contingent on the member's agreement to assist your Department 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 program.

SECTION 7 LINKS

Links:

VFW National Links:

VFW National

[Visit our VFW Youth Scholarships](#)

VFW Department of Hawaii Links:

[VFW Department of Hawaii Website](#)

[Department of Hawaii on Facebook](#)

Official:

George Barlett

State Adjutant

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						
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15						

Dan West,
Adjutant General

Our recommendation for the appointment to the National Veterans & Military Support Committee is Rodney Boucher. Rodney 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: 1589593
Name: Rodney Boucher
Current address: 91-941 Hanakahi St
Ewa Beach, Hawaii 96706
Post Number: 12138
Phone Number: 808-286-1669
Email: rwbword@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