

Department Chairman Responsibilities

Community Service Chairman – This individual is responsible for encouraging and reporting all community service activities within the Department to include the following:

- Reads and understands all VFW Community Service materials.
- Maintains a working knowledge of all program aspects so as to be the Department authority on community service and volunteerism.
- Promotes the execution of community activities by the Posts, Districts and Department.
- Ensures District and Post chairman are aware of the need to identify community service opportunities within their area of influence.
- Ensures District and Post chairman have all necessary materials to encourage and execute community service efforts.
- Provides timely and accurate program activity reports of Department participation to the VFW National Programs office twice each year (6 month report - May 1- October 3, deadline December 1 & yearly report - May 1 – April 30, deadline June 1)

Patriot's Pen Chairman – This individual is responsible for overseeing the Patriot's Pen Essay Contest at the Department (state) level, to include the following:

- Reads and understands all Patriot's Pen program materials
- Promotes the Patriot's Pen Program at the Post, District and Department levels.
- Maintains a working knowledge of all program aspects so as to be the Department authority on the Patriot's Pen Program
- Recruits and orients judges for Department judging
- Conducts the Department judging
- Oversees the presentation of awards
- Reports Department winner and participation to National
- Ensures that all District and Post Chairman have received program materials and understand how to execute the program.
- Coordinates with the National Programs Office to communicate program changes and updates.
- Coordinates with the National Programs Office to ensure the state winner is prepared for both the Washington and spring trips.

Voice of Democracy Chairman – This individual is responsible for overseeing the Voice of Democracy Audio Essay Competition at the Department (state) level, to include the following:

- Reads and understands all Voice of Democracy program materials
- Maintains a working knowledge of all program aspects so as to be the Department authority on the Patriot's Pen Program
- Promotes the Voice of Democracy Program at the Post, District and Department levels
- Recruits and orients judges for Department judging
- Conducts the Department judging
- Oversees the presentation of awards
- Reports Department winner and participation to National

- Ensures that all District and Post Chairman have received program materials and understand how to execute the program.
- Coordinates with the National Programs Office to communicate program changes and updates.
- Coordinates with the National Programs Office to ensure the state winner is prepared for both the Washington and spring trips.

Safety Chairman – This individual is responsible for overseeing the various safety programs at the Department (state) level.

- Reads and understands all Safety Program materials
- Maintains a working knowledge of all program aspects so as to be the Department authority on the Safety Program
- Promotes the execution of Safety Programs at the Post, District and Department levels.
- Ensures District and Post chairman are aware of all Safety Programs
- Ensures District and Post chairman have all necessary Safety Program materials
- Provides timely and accurate program activity reports of Department participation

Youth Activities Chairman – This individual is responsible for overseeing the promotion and execution of the various youth activities/recognition programs at the Department (state) level to include all youth programs that are not scholarship or Scouting related as follows.

- Reads and understands all Youth Activity Program materials
- Maintains a working knowledge of all program aspects so as to be the Department authority on Youth Activities
- Promotes Youth Activities Program participation and leadership at the Post, District and Department levels.
- Ensures District and Post chairman are aware of all Youth Activity Program opportunities
- Ensures District and Post chairman have all necessary program materials to execute the programs
- Provides timely and accurate program activity reports of Department participation

Americanism (Citizenship Education) Chairman – This individual is responsible for overseeing the promotion of various patriotic, citizenship education and community efforts as they pertain to these areas at the Department (state) level as follows:

- Reads and understands all program materials relevant to patriotic activities, Flag etiquette, and citizenship education.
- Encourages Post chairman to conduct patriotic events and citizenship education efforts in their local communities.
- Encourages activities with schools, youth, civic and other fraternal groups that promote patriotism and a greater understanding of good citizenship and civic responsibility to include but not restricted to the following:
 - Veterans in the Classroom – historical & Flag etiquette presentations
 - U.S. Flag Disposal ceremonies

- Veterans Day, Memorial Day, Loyalty Day and VFW Day events.
- Presentation of Patriotic Citizen Awards.
- Oversee the National Citizenship Education Teacher Award Program at the Department level.
- Department response to the Library of Congress Veterans Oral History Project.
- Ensures District and Post chairman have all necessary program materials to execute the programs
- Provides timely and accurate program activity reports of Department participation

Buddy Poppy Chairman – This individual is responsible for overseeing all aspects of Buddy Poppy activity within the Department to include, but not limited to the following:

- Reads and understands all program materials relevant to Buddy Poppy promotion, purchases from VFW Emblem & Supply by the Department (state) and Post and Department Buddy Poppy activities and events.
- Encourages District and Post chairman to conduct Buddy Poppy events year around, but especially on Veterans Day and Memorial Day.
- Encourages participation in all Buddy Poppy competitions, especially the National Buddy Poppy Display Contest.
- Conducts Buddy Poppy orientation at all schools of instruction, etc.
- Provides timely and accurate program activity reports of Department participation to the VFW National Programs office twice each year (6 month report - May 1- October 3, deadline December 1 & yearly report - May 1 – April 30, deadline June 1)