CDCE -CENTER FOR DEVELOPMENT AND CIVIC ENGAGEMENT
Representative and Deputy Representatives Certification or Re-Certification Information

You must be a member in good standing in the Marine Corps League Auxiliary to become a CDCE Representative or Deputy Representative at a VA Medical Center (VAMC) or Community Based Outpatient Clinic (CBOC). An Associate member is welcome at a VA Hospital or Clinic, and her volunteer hours can be reported by the hospital for Auxiliary credit.

The certification/re-certification procedure is separate from registering as a volunteer. The certified Representative and Deputy Representatives are members of the VA facility Advisory Board, attend the quarterly meetings, and in October conduct the Annual Joint Review with the CDCE staff. They represent the MCLA and liaison with the facility. They keep the Unit and the MCLA volunteers informed about volunteer opportunities and recruit MCLA volunteers as needed for VA organized events.

Where a Unit exists, recommendation as a Representative or Deputy Representative must come from the Unit (Enclosure #35). The exception is in Departments whose Bylaws state they have the right to appoint a Representative or Deputy Representative, in which case the request for certification comes from the Department.

There is only one MCLA Representative and up to three Deputy Representatives at the hospital. The Unit President must complete **MCLA CDCE Enclosure #35** to the MCLA National CDCE Representative (address is on form), when requesting Certification of a member of the Auxiliary as a Representative or Deputy Representative to a Dept. of V.A. Medical Center as per the DVAMC rules. The DVAMC rules apply to every Veterans organization including the Marine Corps League Auxiliary. If more than one Unit volunteers at the same hospital, the Units should jointly select one Representative and each Unit name separate Deputy Representatives. One or both Unit Presidents will sign the request form. If the Department Bylaws state they have the right to appoint a Representative and Deputy Representatives, then the certification is signed by the Department President. The Representative and Deputy Representatives may not be a VA employee or represent another organization per DVAMC rules. The telephone number or e-mail address on the form is for the VA's use and our files only. The facility and address are especially important if there are several in the area.

The certification is for a two (2) year period with re-certification after each two-year period as long as that person is serving the Veterans in a proper manner. This also assures contact on a timely basis. National Representative should be advised of any changes in name, address, phone number or e-mail as soon as possible. She will contact the Manager of Voluntary Service to accomplish this as the expiration date draws near. It is at the discretion of the National Representative when a certification is for an indefinite period. Recertification is not automatic; it is done only after a request is made to the National Representative.

Representatives and Deputy Representatives must be regularly scheduled volunteers at a VAMC or Clinic. The Hospital Staff determines duties at the Hospital or Clinic. The Department of Veterans Affairs makes the rules, and every Veterans organization follows the same rules.

Advisory committees are held quarterly. All CDCE Representatives and Deputy Representatives are required to attend on a regular basis. It is only necessary that one of those certified attends a meeting. The VA Central Office monitors the attendance of all organizations at the quarterly meetings. The VA staff has the right to cancel certification of the organization if there is no representation at three consecutive quarterly meetings. Any individual may be dropped as Representative or Deputy Representative if she misses 3 consecutive scheduled meetings. This rule applies to all the organizations that make up the National CDCE Advisory Committee.

One of the required duties of the MCLA Representative is participating in the Annual Joint review (AJR) held in October with the VA Volunteer staff. The resulting **VA 10-1240 Summary Review Form** is a recap of current year's participation by the MCLA. It also lists the program needs of the facility for next year and the MCLA commitments in the form of supplies, volunteer participation and funds. The appointed Representative receives a copy of the VA 10- 1240 after the meeting to share with the Unit. The MCLA National CDCE Representative receives a copy of the AJR review directly from the hospital. She endorses it and forwards it to the Unit Representative.

Should a problem occur, which cannot be resolved between staff and volunteer, the National Representative must be contacted for assistance. Do not go directly to the Central Office of CDCE, since it would only be referred back to the MCLA National Representative. This seldom happens as most of our volunteers have a good relationship with the VA Staff and each other.