MARINE CORPS LEAGUE AUXILIARY

DOCUMENT ONE

National VAVS Representative Duties and Joint Annual Review Requirements

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Section I. National VAVS Representative — Duties and Responsibilities

The National VAVS Representative shall:

1. Attend the MCLA Mid-Winter and the National Convention.
2. Receive, review, and process all Certifications and Recertificates submitted by Auxiliary Units and Departments.
3. Attend all conferences required by the National Advisory Committee.
4. Maintain accurate records of all appointments, changes, and updates to VAVS Representative and Deputy assignments.
5. Upon appointment of a Representative or Deputy, notify the VAVS/CDCE Chief at the appropriate VA Medical Center with the official certifying letter and copy the appointed Representative or Deputy, the National President, and the National VAVS Deputy.
6. Represent and advocate for the Marine Corps League Auxiliary at national-level VAVS meetings.
7. Promote volunteer participation within the Auxiliary.

Section II. Representative Certification and Recertification

Departments and Units requesting appointment, certification, or recertification of a VAVS Representative or Deputy shall:

8. Submit the request on the appropriate form to the National VAVS Representative.

9. Include all required information, including the name, address, and contact information of the nominee.
10. Identify the VA Medical Center, Hospital, or Clinic where the Representative or Deputy will serve.
11. Forward the completed form through the proper chain: from the Unit to the Department, and from the Department to the National VAVS Representative.
12. Ensure that all routing and approval steps are completed before submission to the National VAVS Representative.

Section III. Signed Form Requirements

Upon appointment or recertification of a Representative or Deputy:

13. The National VAVS Representative prepares and signs the Certification Letter confirming the appointment or recertification.
14. The signed Certification Letter is sent to:

    The VAVS/CDCE Chief at the appropriate VA Medical Center.

    The appointed Representative or Deputy.

    The National President.

    The National VAVS Deputy.
15. The National VAVS Representative maintains a copy of all signed Certification Letters in the official National VAVS records.

Section IV. Joint Annual Review Requirements

Each VAVS Representative assigned to a VA Medical Center, Hospital, or Clinic shall complete a Joint Annual Review with the facility's VAVS/CDCE Chief.

16. The Representative shall contact the VAVS/CDCE Chief to schedule the Joint Annual Review in October of each year.
17. The Joint Annual Review shall be completed during the scheduled meeting between the Representative and the VAVS/CDCE Chief.
18. Upon completion, the Joint Annual Review form must be signed by the VAVS/CDCE Chief.
19. The completed and signed Joint Annual Review form shall be submitted to the MCLA National VAVS Representative.
20. The Joint Annual Review form must be signed by the VAVS/CDCE Chief before submission. Unsigned forms are considered incomplete and will not be accepted.