

## VAVS COMMITTEE MEMBERSHIP, MEETINGS, AND MINUTES

**1. PURPOSE:** This Veterans Health Administration (VHA) Directive transmits updated information concerning local facility Department of Veterans Affairs Voluntary Service (VAVS) Committee meetings and minutes.

**2. BACKGROUND:** This Directive incorporates information from VA-approved recommendations by the VAVS National Advisory Committee (NAC).

**3. POLICY:** It is VHA policy that each fiscal year all VHA facilities with VAVS Committees must have a minimum of four scheduled meetings.

**4. ACTION:** The facility Director, or designee, (of a facility with a VAVS Committee) is responsible for calling a minimum of four scheduled meetings during each fiscal year.

a. VAVS Committees are to meet a minimum of four scheduled times each fiscal year. Additional meetings may be scheduled by the VAVS Committee Chairperson. **NOTE:** *Volunteer recognition programs or ceremonies are not to be counted as a meeting.*

b. A printed agenda will be prepared for each meeting.

c. Minutes will be recorded for each meeting as a narrative summary. Succinct headings and subheadings will be used throughout the minutes to facilitate future reference to subject matter discussed at the meeting. Verbatim minutes are not necessary; however, Committee motions adopted or rejected should be accurately stated. When members pass a motion requiring approval of the facility Director, any appropriate follow-up needed or accomplished by the Chairperson must be noted.

d. The header of all minutes will include:

(1) The Department of Veterans Affairs (VA) facility name and number, mailing address including zip code, and date of the meeting.

(2) The direct commercial telephone numbers (including the extension number) of the Voluntary Service Office and fax machine; the name of the facility Director; and the name of the Voluntary Service Program Manager, if available.

e. The opening paragraph must contain the name and title of the VA official chairing the meeting and should be followed by a listing of the name and title of VA staff members present.

**THIS DIRECTIVE EXPIRES ON JULY 31, 2006**

## VHA DIRECTIVE 2001-043

July 19, 2001

f. The last narrative item is to be a statement of the date of the next meeting.

g. The minutes are to be signed by the VAVS Committee Chairperson and Deputy Chairperson.

h. The first attachment to the minutes is to be an organizational Cumulative Attendance Listing (see Att. A). This listing has a cumulative basis and is to reflect each member organization's attendance percentage (not the individual person's attendance percentage) based upon the actual number of local meetings held to date during the fiscal year. **NOTE:** *An organization is counted as attending a meeting if certified representation is present or if their representatives received an excused absence. Members are excused when the VAVS Committee meeting conflicts with their presence at their affiliated organization's state or national convention.*

(1) Organizations are removed from the cumulative attendance listing after three consecutive meetings occur with no certified representation present. Individual representatives will likewise be removed from the listing after being absent for three consecutive meetings.

(2) Since Honorary Representatives do not have voting authority, their attendance does not accrue to organizational attendance.

i. Activity schedules, subcommittee reports or other attachments may accompany the minutes as attachments.

j. Distribution of Minutes. Within 30 workdays, one copy of the minutes must be mailed to the following:

(1) Members of the VAVS Committee and appropriate staff.

(2) One copy to Director, Voluntary Service Office (10C2).

(3) VAVS NAC member organizations' Officials to Review Minutes, if the organization has a local unit on the facility VAVS Committee. **NOTE:** *A list of Officials to Review Minutes and their addresses has been forwarded to VA facilities by VHA Central Office Voluntary Service Office (10C2).*

**5. REFERENCES:** None.

**6. FOLLOW-UP RESPONSIBILITY:** Director, Voluntary Service Office (10C2), is responsible for the contents of this VHA Directive. Questions may be addressed to 202-273-8952.

**7. RESCISSION:** VHA Directive 10-95-086 is rescinded. This VHA Directive expires July 31, 2006.

S/ Tom Sanders for  
Thomas L. Garthwaite, M.D.  
Under Secretary for Health

Attachment

DISTRIBUTION: CO: E-mailed 7/24/2001  
FLD: VISN, MA, DO, OC, OCRO, and 200 – E-mailed 7/24/2001



ATTACHMENT A

VAVS Committee  
Fiscal Year [year] Cumulative Attendance Listing  
Name of VA Facility  
City, State, ZIP  
Date

Organization	Title	Appointment		Oct	Jan	Apr	July	Percentage	FY To Date Organizational Representation
		Expiration							
American War Mothers (Name)	R	mo/dd/yr		P	P	P	P	E	100
American Natl. Red Cross (Name)	R	IND		-	P	--	--	--	25
Disabled American Veterans (Name)	R	IND		P	P	-	P	P	100
(Name)	D								
(Name) -- (state)		AR	mo/dd/yr			P	*	P	*
Nonaffiliated Volunteers (Name)	R	mo/dd/yr		P	P	P	P	*	75
Representative-at-large (Name)	R	mo/dd/yr		P	--	P	P	*	50
Southside Kiwanis (Name)	D	mo/dd/yr		--	-	--	--	-	0
Veterans of Foreign Wars (Name)	R	IND		P	--	--	--	P	75
(Name)	D	IND		--	--	P	P	--	
(Name)	H	IND		P	P	--	--	P	
VFW Ladies Auxiliary (Name)	R	IND		P	P	P	P	P	100
SYMBOLS:	<b>R</b>	Representative					<b>P</b>	Present	
	<b>D</b>	Deputy Representative					-	Absent	
	<b>AR</b>	Associate Representative					*	No certification	
	<b>DA</b>	Deputy Associate Representative					<b>E</b>	Excused	
	<b>H</b>	Honorary Representative					<b>IND</b>	Indefinite	

NOTE: This sample does not reflect actual data..