

VAVS Representative and Deputy Representative Responsibilities

The mission of VA Voluntary Service (VAVS) is to conduct a structured volunteer program under the management of Department of Veterans Affairs staff in cooperation with community resources to serve Veterans and their families with dignity and compassion. The facility Representative is the official liaison between the facility and the organization regarding all aspects of the VAVS Program. On behalf of the organization, the Representative is responsible for assisting and improving the VAVS Program.

- The purpose of the VAVS Committee is to assist with the coordination of plans and policies for community participation
- Promote recruitment of volunteers and the donation of financial and material resources in accordance with facility needs
- You are the main connecting link between the Medical Center and all units of your organization serving in the facility
- Advise members of your organization regarding policy and procedures of the organization and facility
- Attend and participate at meetings of the VAVS Committee. VANTS line available for phone access
- Serve as a member of a subcommittee or task group as requested
- Maintain records and submit reports as required by the organization and VA
- Monitor the monthly printout of your organization's volunteers and activities and report any discrepancies to Voluntary Service
- Coordinate recreational activities and donations sponsored by your all units of your organization within the facility with VA Staff
- Keep copies of donation letters for reporting to your organization
- Complete Annual Joint Review during the scheduled month with Voluntary Service. Discuss your organization's achievements as well as goals for the future, make suggestions for improvement, discuss issues and concerns
- Practice good communication skills by means of newsletters, handouts, attendance at post, chapter or unit meetings. Keep members of your organization informed of the VAVS program at the Medical Center
- Encourage state and national officials of your organization to visit the medical Center. They will help you spread the VAVS message
- Delegate responsibility and voting privileges to Deputy Representative(s) as needed
- All Volunteers are subject under the Federal Privacy Act and are responsible to safeguard the privacy of patient information. They are also prohibited from discussing Veterans Benefits or eligibility information with patients unless as an authorized Veterans Benefits Counselor.

Responsibilities of the Facility VAVS Deputy Representative

Facility Deputy Representatives are responsible for performing duties as assigned by the Facility VAVS Representative. Assignments could include recordkeeping, correspondence, and training their membership on the policies and procedures of the organization and VA. Deputies attend and participate in the VAVS committee meetings. They may serve on subcommittees and task groups.