

VFW Post 3440 Committees Responsibilities (08/11/2024)

- **Cemetery Committee**
 - o Review current documents and develop rules
 - o Review current records & maps and update
 - o Inventory current plots & organize
 - o Create accurate map and spreadsheet of plots & burial sites, digitize and post on VFW website
 - o Research and apply for licensing if needed and feasible
 - o Manage maintenance and landscaping of cemetery

- **Post Activities Committee**
 - o Determine and implement Post meetings for guest speakers or veteran education
 - o Establish Monthly events such as pot luck meals, Mother's Day Breakfasts
 - o Determine and plan for post activities such as dances, classes, cards, shuffleboard, darts, horse shoes, cornhole, etc
 - o Organize the Cranberry Festival Float and other associated activities
 - o Plan annual VFW Day of Service activities

- **Budget/Finance Committee**
 - o Prepare the annual budget for the Post
 - o Perform monthly & quarterly audit of financial statements
 - o Ensure trustees understand depth of responsibilities
 - o Create audit methods so audits are always completed in the same manner

- **Membership Committee**
 - o Update the Post membership roster and their contact information
 - o Schedule and hold membership drives
 - o Create and maintain a new member orientation process
 - o Order recruitment supplies for placement at the Post and in appropriate city-wide locations
 - o Consider meeting with a few younger Vets to focus on needs/desires for younger Vets membership

- **Publicity Committee**
 - o Update information on the Post Facebook page to include future activities, past activities with videos and pictures
 - o Establish content update plan
 - o Prepare and submit relevant articles and information to newspapers & other media outlets
 - o Prepare quarterly newsletter

- **House Committee**
 - o Propose a plan for improved hours of operation to better fit Post needs
 - o Evaluate current menu items & recommend needed changes (ongoing)
 - o Establish new promotions
 - o Perform initial and quarterly inventory of all items in the canteen including alcohol, kitchen equipment & supplies
 - o Review canteen staffing

- **Facilities Committee**
 - Create a capital improvement plan
 - Create a preventative maintenance program for all building equipment
 - Create a priority list of current and near-term maintenance requirements
 - Inventory all equipment & assign asset tag
 - Maintain work orders

- **Flag Committee**
 - Inventory all Flags and assign permanent asset tag for Post, Cemetery, businesses, & Memorial
 - Retain current business flag contract clients & ensure timely payment of contract
 - Increase number of business Flag contract clients
 - Continually review condition of Flags & arrange for repair / replacement
 - Develop and maintain 3 cemeteries flag process and storage
 - Maintain inventory of spare flags
 - Coordinate cadre of participants for Friday afternoon flag waving

- **Grant Committee**
 - Source all available grant opportunities and maintain grant schedule list
 - Work with VFW leadership to identify post improvements priority list
 - Submit grant requests to best grantors by submission deadlines
 - Follow up on submitted grants and keep VFW leadership informed

- **Veterans Services Committee (Relief Fund)**
 - VFW, Lions, and Rotary collaborate to identify local veterans needing assistance (include local medical services)
 - Create and execute a local Veteran's Standdown event
 - Develop and initiate methods to identify local veterans needing help
 - Coordinate with County VA Services office
 - Develop a master list of services and support that can be provided to veterans needing assistance

- **Buddy Poppy**
 - Determine events with VFW leadership for other days than Memorial and Veterans days
 - Organize and set up 4 teams (2 Ray's, 1 McKay's, 1 Post Office)
 - Ensure plenty of Poppies available
 - Ensure tables/chairs and donation jars available for teams
 - Collect donations, count/collate donations to transfer to the Quartermaster

- **Membership Outreach Committee**
 - Develop methods to determine/identify sick members of the Post and report to the Post
 - Deliver prepared meals from Canteen as needed
 - Determine follow-on support needs

- **Youth Activities Committee**
 - Coordinate with schools for Veterans in the classroom to interact with the students
 - Sponsor schools' sports programs

- o Coordinate with schools for student letters to veterans for Veteran's Day
- o Manage the VFW Scholarship Programs
 - o Execute the VOD, PP, ToY, and local Post "Stories from the Wall"
 - o Meet with local school administrators to kick off programs; ensure submission dates are known
 - o Collect submissions and judge submissions; meet deadlines
 - o Submit local winners to District by deadline

- **Christmas Basket Committee**

- o Organize the Christmas Basket program

- **Cemetery Flag Committee**

- o Maintain records of families purchasing flags for the program
- o Put up flags at 3 cemeteries at approximately three events per year