



National Board of Directors Handbook

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Introduction

There are twenty-four members of the VVA National Board of Directors: the four elected Officers, ten At-Large Directors, nine Regional Directors, and the Chair of the Conference of State Council Presidents.

This handbook is divided into two sections. The first addresses all members of the National Board of Directors, and the second focuses on Regional Directors.

Section 1 National Board of Directors

Transition

Okay, the election is over and you've been sworn in, now what? There are several things that should be addressed quickly.

- Contact the Finance Department to set up direct deposit for reimbursement.
- Think about and decide which national committees you wish to be on, then contact the committee chair after he/she has been confirmed by the Board.

You should familiarize yourself with the past policy decisions of the Board. They are available at <http://www.vva.org/documents.html>. For example, you need to know the provisions regarding travel, e-rules of order (for electronic voting on Board issues), as well as the disciplinary policy.

You should also be familiar with the Board's motions. These, too, are available at <http://www.vva.org/documents.html> and are updated by the National Secretary after every meeting of the National Board of Directors.

Duties of the Office

Constitutionally Mandated: Under Article 1, National Provisions, Section 4, Board of Directors and Section 5, Officers

- Directors may provide occasional articles for *The VVA Veteran*, working with the editor.

Budget

The annual VVA Budget process provides funds for you to do your job during your term of office. The VVA fiscal year runs from March 1 to the last day of February. At-Large Directors are budgeted only for travel, hotel, and per diem while attending Board meetings, including those at Conventions and Leadership Conferences. The Chief Financial Officer will facilitate the annual budget process and send all necessary information to the Board of Directors prior to the start of the budget process. The Finance Committee will review those costs.

You should familiarize yourself with the Travel Policy for details on how to obtain reimbursements. The reimbursement form is available on the website and should be submitted to the Finance Department.

Reimbursement of authorized expenses must be requested by submitting the proper form within thirty (30) working days after completion of the travel or the expense. If an expense voucher is submitted more than thirty working days after the expenses are incurred, it will only be paid if approved by the Chief Financial Officer.

The Travel Policy details what travel expenses will be reimbursed, as well as how and when to make reservations to attend Board meetings, the National Convention, and the National Leadership & Education Conference.

Meetings

National Board of Directors are required to attend the National Board meetings and are expected to attend meetings of any committees, subcommittees, or task forces in which they are members. The unexcused absence of a director from two Board meetings is deemed a resignation.

Leadership & Education Conference

National Board of Directors are required to attend the National Leadership & Education Conference for a Board meeting the afternoon before the Conference begins.

When you are not presenting or assisting in a seminar presentation, you should be attending seminars. It is extremely important that you, as a National Board of Director, participate in the Conference.

National Convention

National Board of Directors are required to attend the National Convention for a Board meeting. The National Convention is much more than just the vehicle by which one seeks election or re-election. This is a time when Directors can play a pivotal role in the future of the organization.

The delegates to the Convention will look to you for information when it comes to the candidates for the National Board of Directors and the four Officer positions. You may have sat at the Board table with many of the candidates and know which of them have actively participated and which have not. Your involvement with a national committee or subcommittee may provide further information about candidates and their level of expertise and dedication, as well as their leadership abilities.

As a member of the National Board of Directors, you should be in a good position to evaluate the proposed Resolutions and Constitutional Amendments being presented to the delegates and help the delegates understand the issues involved.

Section 2

Regional Directors

Regional Director Transition

The election is over and you've been sworn in, now what? There are several things that must be addressed quickly.

- Establish a line of communication with the State Presidents in your Region and exchange contact information. By setting up a group email address, you can easily communicate with them.
- The previous Regional Director will be providing you an Orderly Transition Report, which is required by national policy. This document will provide you with projects, issues, or disciplinary actions that may have been underway in the Region and will list any chapters that have been suspended. If you do not receive a copy of this report, contact the previous Regional Director.

- Find out what other documentation (paper and electronic records) and equipment the previous Regional Director needs to turn over to you.
- You must nominate an alternate Regional Director within 30 days. (*See Duties of the Office below*)
- Identify the chair of the regional disciplinary committee and the members of the regional disciplinary committee and how to contact those people. You must appoint a regional disciplinary committee and name a chair prior to the October Board of Directors meeting. (*See Disciplinary, page 7*)
- Try to get a feel for how the previous Regional Director worked in the Region, what worked well, and what could be improved. The State Council Presidents can provide input.

Regional Director Duties of the Office

The Constitution specifies some of the duties of the Regional Directors. For example, each Regional Director must select an Alternate Regional Director. Prior to making that selection, consider the following:

- Has the individual held an elected leadership position at the state council level?
- The individual must be ratified by a majority of the State Council Presidents within your region. Constitutionally mandated under Article 1, National Provisions, Section 4, Board of Directors.

- Does the individual have knowledge of VVA policies and procedures?
- Does the individual have sufficient computer skills to communicate by email?

Other Duties and Responsibilities

- Introduce yourself to the chapters in your Region by email or snail mail. The Membership Department at the National Office can provide a list of all chapters in your region, along with contact information.
- Be responsive to inquiries and requests from chapters and members within your Region.
- Maintain contact with the State Council Presidents and other appropriate individuals; find out what issues, if any, they wish you to bring to the National Board of Directors and consult with them on major issues coming before the Board.

Regional Director Budget

As a Regional Director it is important to review and evaluate each fiscal year budget and determine how it can be adjusted to fit your needs. The approved funds can be spent in whichever manner the Regional Director determines to meet the needs of the region.

Regional Director Meetings

You may be attending meetings of the State Councils in your Region. The previous Regional Director may be able to provide valuable insight into how many, how often, and which council meetings to attend. It is advisable to let your State Presidents know in advance which meetings you wish to attend so they can allow time for you on their meeting agenda.

The Conference of State Council Presidents (CSCP) meets with the National Board three times a year, which presents an opportunity for you to meet with the State Presidents from your Region before or after the Board meeting.

If your Region is so large that attendance at a majority of the State Council meetings is prohibitive, you may want to consider holding a meeting with the region's State Presidents or their representatives.

You may want to consider holding a Regional Conference to help bind together the states and chapters within the region. It is encouraged that you include your State Presidents in the planning process. The national staff includes a full-time Meeting and Events Planner who is available to review contracts. However, he cannot make arrangements for meeting space or speakers.

NOTE: You are not authorized to sign any contract binding the national organization.

Leadership & Education Conference

Attending the Leadership & Education Conference in conjunction with a Board meeting is an opportunity to meet with the attendees from your Region on an informal basis before or after conference sessions.

Collect handouts from as many of the presenters as possible for distribution back in your Region. These handouts can provide useful information and insights.

National Convention and Regional Caucuses

Regional Directors plan a Regional caucus in conjunction with the National Convention. The protocol for each regional caucus is determined by its Regional Director in consultation with the respective State Council Presidents. The caucus schedule is included in the Convention agenda.

A Regional caucus provides an opportunity for the regional delegates to meet for several sessions at a designated time and place prior to the elections at the Convention. The purpose of the caucus is to interview, question, or request an opening statement from candidates running for positions as an Officer, an At-Large Director, or a Regional Director.

Disciplinary

Mandated by the National Disciplinary Policy.