

**Operations Worksheet 33 – VAMC Volunteer Services Committee  
(Reviewed March 2013)**

The Chairman of the VA Volunteer Services (VAVS) Committee is a member of the Executive Committee and attends meetings of that committee, which normally take place on the first Monday of each month. The chairman is responsible to effect coordination with the VA's Volunteer Services organization at the VA Medical Center at Bay Pines. The Chairman is guided by the following:

1. In November, provide a letter of appointment as Representative to the VAVS, with a second person listed as Deputy, in November using the format required by VAVS
2. In November, also provide a completed Annual Joint Review of objectives and accomplishments (see VA Form 10-1240 attached). **Note: No form in files.**
3. Request a check to (INSERT NAME OF VAVS PAYEE). from the Treasurer in time to provide the VAVS annual dues of (INSERT DOLLAR AMOUNT OF DUES) in January.
4. Attend, or designate the Deputy to attend, the (INSERT MONTHLY, QUARTERLY, ETC.) VAVS meeting as a MOAA representative.
5. Arrange for the volunteer time expended by Chapter members to be credited to the VA records. (The data code for MOAA is 208.) Such time may be divided between the Chapter and other veterans' organizations or veterans' service organizations of which the volunteer is a member.