



The VFW Kansas City MO Office has a position opening as described.

**DEPARTMENT:** Administrative Operations

**JOB TITLE:** Director

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**NATURE OF WORK:**

Serve as advisor to the Adjutant General and Commander in Chief on administrative matters of the National Organization to ensure proper response and resolution of matters pertaining to the Congressional Charter, National By-Laws, policies, eligibility and rulings affecting all subordinate units.

Serve upon assignment as a representative of the National Organization at state and regional conferences on administrative policies and program objectives mandated by convention action and precedent decisions.

**TYPICAL DUTIES AND RESPONSIBILITIES:**

Oversee and coordinate the offices of Administrative Operations and Post Records to ensure the processing, programming, maintenance, and implementation of all functions of these departments.

Review, update and maintain organizational By-Laws and corporation documents, interpret their application, research and prepare rulings, opinions and policy statements for the Commander-in-Chief and Adjutant General.

Monitor and review legal actions, disciplinary actions, appeals, rights of members and eligibility concerns. Construct responses, approval/disapproval and execution orders for the Commander-in-Chief upon approval by the Adjutant General.

Review By-Laws and Articles of Incorporation for all levels of the organization for the Commander-in-Chief to ensure compliance with the National By-Laws.

Document and refer complaints and problems concerning subordinate units of the organization by preparing correspondence for the Commander-in-Chief and Adjutant General.

Compile, publish and maintain records and proceedings of all National Convention and Council of Administration meetings.

Administer and approve charter actions for all organizational levels to include issuance of new charters, replacement charters, cancellations, consolidations, and suspensions.

**NATIONAL HEADQUARTERS**

**WASHINGTON OFFICE**

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Administer and direct the Post Records Department to ensure accurate and up-to-date records on all Posts by coordinating the election report mailings to Posts, Districts and County Councils and the entering of information as it is received.

Coordinate the preparation of the General Orders and National Headquarters Bulletin monthly. Initiate the printing and mailing requisitions to assure delivery to the field in a timely manner.

Preparation and printing of the Commander's Manual - Leadership Reference Guide and Department Adjutant/Quartermaster's - Sr. Vice Commander's Manual annually.

Compile and coordinate all Department proposed convention resolutions and by-law amendments to be acted upon at the National Convention.

Coordinate the production of the National Convention resolutions and by-law amendments booklets.

Coordinate with other Directors on issues related to the National Convention, National Council of Administration meetings, Mid-Winter conference, Department Senior Vice Commanders, Junior Vice Commanders, and Adjutant/Quartermaster conferences.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:**

Advanced human relations, analytical, organizational and management skills to interface with the Department Officers, staff personnel and general membership to move the purposes and goals of the organization to a successful conclusion.

Knowledge gained through extensive study in either a business or academic environment and comprehensive understanding of several fields gained through at least 10 years practical experience in the organization at the Post, District, State and/or the National Level.

Must be VFW member eligible to attend the National Convention as a member in good standing and represent the National Organization at regional or state meetings.

Ability to effectively communicate through written correspondence, public speaking, and phone interactions.

Superior writing skills involving legal and technical issues.

Working knowledge of Microsoft Office Suite.

Ability to work with a variety of personalities and remain calm and professional.

Proficiency in conducting research to gather information relevant to investigations.

SCOPE OF POSITION:

This position reports directly to the Adjutant General and indirectly to the Commander in Chief and is supervised by the Assistant Adjutant General.

Has direct responsibility and oversight of the Administrative Operations departmental staff.

Will offer advice and direction involving interpretation of the By-Laws and preparation of rulings to Departments and the Organization that may result in significant impact upon execution.

Plans and prioritizes work for the position on a daily, monthly, and long-range basis. Discusses work assignments with staff on a timely basis.

Has responsibility for providing solutions as they relate to interpretation of the By-Laws, rules, regulations and policies for officers and members at all levels of the organization.

The position requires researching organizational administrative functions with Post, District and Department Officers and members to resolve administrative problems and By-Law interpretation.

Decisions will have a financial impact on the organization and will require establishing and monitoring of the Administrative Operations annual budget.

Assists in implementation of activities to move broad organizational priorities such as By-Laws, Articles of Incorporation, rules, regulations, and legal actions.

WORKING CONDITIONS:

The position requires a normal office environment to administer and supervise areas of responsibility. Incumbent will also travel on public speaking assignments to represent the Commander-in-Chief and National Organization.

MAJOR ACCOUNTABILITIES:

Ensures that organizational By-Laws and Articles of Incorporation for all chartered units are in compliance with the National By-Laws.

Ensures organizational By-Laws, corporation documents and Policy Statements are reviewed and maintained.

Ensures internal legal actions, to include Disciplinary Actions and appeals, are handled in

accordance with the National By-Laws.

Ensures that questions of eligibility are handled correctly and expeditiously.

Ensures that charter actions are processed for the organization, proper records are maintained, and that historical documents are received in the field.

Ensures the Post Records area is entering information correctly to allow for easy retrieval of accurate information.

The above duties are general in nature and are not intended to reflect all duties which may be required of the incumbent.

- *This position is eligible for relocation assistance up to \$8,000.*
- *If not already listed as a requirement for the position, all employees (if eligible) are encouraged to become members of the VFW. If ineligible for VFW membership, employees (if eligible) are encouraged to join the VFW Auxiliary. Additionally, all employees are encouraged to actively promote the benefits of membership into the VFW and VFW Auxiliary to others that qualify.*