OVERALL RESPONSIBILITIES OF VOTING MEMBERS OF EXCOM:

DEPARTMENT COMMANDER:

- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
- Presides over Department meetings (annual, monthly, special, EXCOM)
- Serves on the National Executive Committee (NEC) provided he remains in good standing with the Jewish War Veterans National organization and his respective Posts
- Serves as delegate to the National Convention and as a member of the NEC
- Serves as Parliamentarian. (Art. V, Sec. 6)
- Casts tie-breaking votes. (Art. V, Sec. 6)
- Serves as Department of Michigan representative to the Michigan Veterans Affairs Advisory Board and to the Commanders’ Group
- Appoints Chief of Staff, Judge Advocate, Adjutant, Chaplain, Quartermaster, Communications Officer, Officer of the Day, and Historian. (Specified at Art. IV, Sec. 3)
- Appoints DVA service officer and liaison to GLNC. (Implied)
- Chairs the EXCOM when acting in its capacity as employment authority, and set/review qualifications, compensation, benefits, and performance of paid employees (Art. VI, Sec. 7)
- Appoints Chairman of Fund-Raising Committee. (Art. VIII, Sec. 4)
- Appoints Program Chairman. (Art. VIII, Sec. 3)
- Appoints Commander of Color Guard. (Art. I, Sec. 3, c)
- Appoints Commander of Honor Guard. (Art. I, Sec. 3, c)
- Approves all Committee assignments
- As required, designates someone from the Department to act on behalf of the Immediate Past Post Commander. (Post By-Laws)
- When appeals are made, prescribe a procedure to refer matters to the Department Judge Advocate. (Post By-Laws)
- Appoints individuals to examine Post financial records annually. Direct an audit if required. (Post By-Laws)
- Provides annual budget and program guidance for the ensuing fiscal year, announces selection for Department or National awards, etc. (Art. V, Sec. 3)
- Advises, counsels, mentors, and develops all Members of the Department
DEPARTMENT SENIOR VICE COMMANDER:
- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
- Chairs the Program Committee to study and propose matters relating to development and execution of programming to further the purposes of the Jewish War Veterans in the State of Michigan
  - Appoints Committee members subject to approval of Department Commander
  - Develops, publishes, and maintains annual Department Activities Calendar
- Supervises the following in the name of the Department Commander and ensures their reports are provided to Adjutant before EXCOM meetings:
  - The Program Chairman (selected by the Department Commander)
  - Honor Guard Commander (appointed by the Department Commander)
  - Color Guard Commander (appointed by the Department Commander)

DEPARTMENT JUNIOR VICE COMMANDER:
- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
- Chairs the Membership & Public Relations Committee
  - Appoints Committee members subject to approval of Department Commander
- Conducts Membership drives and associated community outreach with lay and clerical leaders, existing military organizations, and appropriate transition points to ensure all eligible Jewish Veterans are aware of and afforded the opportunity to join the Department
- Supervises the following in the name of the Department Commander and ensures their reports are provided to Adjutant before EXCOM meetings:
  - Department Communications Officer
  - Department Service Officers (Dingell VAMC and GLNC)

DEPARTMENT JUDGE ADVOCATE:
- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
Department of Michigan  
Jewish War Veterans of the United States of America  
Duties of Department Officers

- As Chairman of the Nominating Committee, provides the slate of officers for consideration for election to the several Post Commanders
  - Appoints Committee members subject to approval of Department Commander
  - Identifies, screens, and proposes Members for election to Department offices
  - Ensures Members proposed for consideration are qualified by avocation, education, desire, and capacity to perform the duties of the office for which they are being considered for the duration of the term of the office
  - Ensures candidates for any office meet the following qualifications throughout the term of office:
    - An Active Member in good standing of a Post within the Department of Michigan for at least one year having participated in Post and Department functions.
    - No Member shall be considered for election to any Office of the Department without having first successfully served as a Post Commander, Post Vice Commander, or voting member of the Department Executive Committee.

DEPARTMENT ADJUTANT:
- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
- Serves as Secretary of the EXCOM and Department
- Publishes written orders identifying specific Members of the Department to fill appointed officer and committee positions
- Records, publishes, and archives minutes of the EXCOM and Department meetings
- Conducts strength accounting operations for the Department, maintaining Department rosters in name of Department Commander
- Prepares and distributes notices to Officers as required by Article IX—Officer Vacancies
- Provides oversight and staff supervision to Post Adjutants as required
- Distributes EXCOM and Department meeting minutes to all EXCOM Members and Department Officers.

Current as of 10 June 2019
Department of Michigan
Jewish War Veterans of the United States of America
Duties of Department Officers

- Chairs the Awards Committee
  - Appoints Committee members subject to approval of Department Commander
  - As Chairman of Awards Committee proposes the recipients of the following:
    ▪ Distinguished Citizen’s Award
    ▪ Distinguished Service Awards, and
    ▪ Other awards, certificates, and medals for special service as appropriate
- Receives reports required of EXCOM not later than 5 days before EXCOM meetings from the following:
  - Chairmen of Standing Committees
    ▪ Program Committee with separate reports from:
      ◆ Program Chairman
      ◆ Honor Guard Commander
      ◆ Color Guard Commander
    ▪ Fund-Raising Committee (reporting thru Quartermaster)
    ▪ Membership & Public Affairs Committee with separate reports from:
      ◆ Communications Officer
      ◆ Service Officers (e.g., Dingell VAMC and Great Lakes National Cemetery (GLNC))
    ▪ Budget Committee (with separate report from Fund-Raising Chairman)
    ▪ Awards Committee
    ▪ Nominating Committee
  - Temporary Committees
  - Department of Michigan Memorial Home
  - JWV Department of Michigan Auxiliary
  - Report of operations and activities at Holocaust Memorial Center (thru Adjutant)
  - Representative to the Michigan Veterans Affairs Agency Advisory Board
- Distributes reports to EXCOM members not later than 3 days before meetings

Current as of 10 June 2019
DEPARTMENT QUARTERMASTER:

- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
- Supervises the Fund-Raising Committee in the name of the Department Commander
  - Ensures its reports are provided in advance of EXCOM meetings.
  - Recommends methods of raising funds for the Department, ensuring at all times that Department and Post Fund-Raising activities are conducted strictly in accordance with the procedures detailed in the National organization By-Laws.
- Chairs the Budget Committee which shall, within 30 days following the Department Convention, meet and draw up a budget and propose expenditures for the Department of Michigan for the ensuing year.
- Presents the proposed budget at the next meeting of the EXCOM following the Department Convention for approval by the EXCOM
  - Appoints Budget Committee members subject to approval of Department Commander
- Reviews the budgets of the Posts and reports from time-to-time to the EXCOM on the progress of the several Posts in fulfilling their financial plans and obligations
- Provides oversight and staff supervision to Post Quartermasters as required

POST COMMANDERS:

- Perform duties prescribed in Part III of the JWV-USA Manual of Ceremonies.
- Develop an annual plan of action and milestones for the Post consistent with the Purposes of the Department of Michigan as stated in both the Preamble and Article 1, Section 3 of the Department of Michigan By-Laws.
- Lead activities of the Post to accomplish the objectives in the annual plan of action and milestones approved by the Department of Michigan in accordance with Article XIII, Section 7 of the Department By-Laws.
- Lead the Post utilizing the minimum expectations and standards of the JWV-USA “Checklist to Keep Your Echelon in Good Standing and Thriving.” Accessible at: https://www.jwv.org/wp-content/uploads/ Good_Standing_Checklist-1.pdf
- Receive and ensure the annual Liability Insurance bill from National JWV is
paid not later than the date specified by JWV-USA.
• Ensure the Post is represented on all Department-level committees (e.g., Fund Raising, Publicity, Membership, Awards, etc.).
• Ensure monthly financial information is provided to the Department Quartermaster
• Represent their Post at JWV Department of Michigan EXCOM, other veteran organization meetings, and within the community
• Conduct fund-raising and charitable giving activities in accordance with the guidance contained at Article II of the JWV-USA ByLaws
• Accountable to the Department Commander for the operation of their Post, Post recruitment and Membership, Post finances, and the maintenance of good order and discipline of the Post.
• Develop and submit to the Department EXCOM for approval their annual plan of action and milestones for Membership, Fund-Raising and Expenditures (Post Budget), Community Engagement and Service, and Post Meetings, not later than thirty (30) days after the first meeting of the Post fiscal year.
• Advises, counsels, mentors, and develops all Members of the Post
• Assigned Posts and organizations chartered by the National Jewish War Veterans organization whose mission is to provide support to the Department of Michigan shall provide current governing documentation to the Department Commander within 90 days of approval of these By-Laws or amendments thereto. Included under the term “Governing Documentation” are such items as charters, constitutions, by-laws, articles of incorporation, tax-related determinations, licenses, etc.
OVERALL RESPONSIBILITIES OF NON-VOTING MEMBERS OF EXCOM:

IMMEDIATE PAST DEPARTMENT COMMANDER (NATIONAL EXECUTIVE COMMITTEE MAN):

- Serves on the National Executive Committee (NEC) provided he remains in good standing with the Jewish War Veterans National organization and his respective Posts.
- Serves as delegate to the National Convention, as a member of the NEC.
- Serves as a member of the National Policy Committee (NPC).

CHIEF OF STAFF:

- Supervises the appointed Department officers
- Performs such other roles, to include tasking of elected and appointed Officers and Post Commanders, as required by the Commander
OTHER (NON-EXCOM) OFFICERS:

CHAPLAIN:
- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
- Submits reports of Holocaust Memorial Center operations and activities to Adjutant
- Provides oversight and staff supervision to Post Chaplains as required

COMMUNICATIONS OFFICER:
- Maintains social media presence for the Department of Michigan
- Submits reports relating to activities to Junior Vice Commander in his role as Chairman of Membership & Public Relations Committee

OFFICER OF THE DAY:
- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies
- Provides oversight and staff supervision to Post Officers of the Day as required

HISTORIAN:
- Performs duties prescribed in Part III of the JWV-USA Manual of Ceremonies. Compile a history of the Department, keeping it up to date. Establish a portfolio or other means in which there shall be maintained in permanent form or electronic media, all suitable newspaper clippings and notices submitted to him/her for this purpose. The Historian shall cause to produce a permanent record and a complete file of the official publications of the organization as currently issued; one complete file of all general and special orders emanating from the Commander; and one complete copy of the minutes of the Department’s Executive Committee.
- Fulfills responsibilities envisioned by JWV-USA in its document, “Preserving Your Post History and Investing in Post Historians,” except that the modifier “Department” should replace “Post” in most places.