

VFW DEPARTMENT OF MISSOURI

PUBLIC RELATIONS DISTRICT CHAIRMAN

COMMITTEE: Public Relations

OBJECTIVE: To promote and monitor the Public Relations Programs within the Districts and Posts of the Department of Missouri Veterans of Foreign Wars.

RESPONSIBILITIES: Provide encouragement-and assistance to Posts in the development, operation and participation in their Public Relations Programs.

Assist Post Chairmen in their programs and be available to participate in and represent the Department at these programs.

Have a clear understanding of the goals established for the Public Relations Programs at the National and State levels. Be able to answer questions and make recommendations to District Chairmen to achieve desired results and the minimum goals established.

DUTIES:

- A. Report to the State Public Relations Chairman on the progress and status of the Public Relations Program within the District.
- B. Development of new Public Relations Programs with a view toward the current and future needs of Missouri's Communities.
- C. Communicate with all Post Commanders to obtain contact information on the Post Level Public Relations Programs Chairman. (Name, Address, Post #, Telephone and "E" Mail Address is needed.)
- D. Contact each Post Public Relations Chairman prior to September 1st of each year to inquire about the programs, progress and reporting status of each Post. (The timing of this contact allows this chairman sufficient time to have obtained all pertinent Post information prior to his required presentation at the District meeting.) Note: Monthly contacts with Post Chairman are expected, to provide for sharing of information and feedback.

- E. Report to the State Public Relations Chairman by September 10th that the contacts with the Post Chairman have been completed and the results will be presented at the District meetings.
- F. Contact each Post Chairman prior to January 15th of each year to determine the status of the programs within the Posts and advise the State Public Relations Chairman of programs that need his attention. (The timing of this contact allows this chairman sufficient time to have obtained all pertinent Post information prior to his required presentation at the District meeting.)
- G. Report to the District Commander by February 1 that these contacts have been made and that a report will be presented at the District meetings.
- H. To oversee and follow the progress of Posts within the District to insure and facilitate the reporting of program activities.

These procedures and requirements are a supplement to the National Chairman's information provided. We recommend that you set up a "Program Book" of your own containing contact lists, notes, and reference materials for your personal use.

These are the minimum requirements and expectations of the State Public Relations Chairman. Your recommendations and suggestions are encouraged and welcome.