



CATHOLIC WAR VETERANS

OF THE UNITED STATES OF AMERICA, INC.

NATIONAL HEADQUARTERS

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2023 – 2024 2nd Vice Commander

Membership Program

Point of Contact

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The responsibility of the Second Vice Commander at all levels is to plan and conduct programs to retain present members and recruit new ones. All veterans' organizations have seen a declining membership, and we are no exception, but unlike other VSO's the Catholic War Veterans are bound by our faith and mission to God, Country and Home (FAMILY).

It is critically important to maintain an accurate roster and have a skilled individual who can administer the Post roster in the CWV Admin Data Base. If you or the designated individuals need assistance with access and or instructions on navigating your Post's admin website, please contact me.

I. REPORTS

Posts are responsible for submitting two (2) Semi-Annual Post Activities reports. The Membership Officer should assist in filling out **Section 7 – Membership**. Posts wishing to augment their reports with additional detail may do so. The Semi-Annual Report Form can be filled out online through your Post's Admin Website.

Department and National echelons can view lower echelon reports on their respective Admin website, but if so desired, a printed hard copy of these Reports may be sent directly to the higher echelon - one copy each to Chapter, one to Department and one to National for each Reporting Period. Reports can be sent as an e-mail attachment.

Please time your reports to arrive at each higher Echelon as follows:

- First Report (covers July 1 - December 31)
 - Post Report to all applicable upper Echelons (Chapter, Dept and National)
 - DUE NO LATER than January 20
- Second Report (Covers January 1- June 30)
 - Post Report to all applicable upper Echelons (Chapter, Dept and National)
 - DUE NO LATER than July 20

Department and Chapter Membership Officers should also forward a copy of their Annual Membership Report rendered to delegates at their Convention, immediately thereafter, to the National Membership Officer.

The National 2nd Vice Commander's point of contact information is found at the top of this document.