

# Disabled American Veterans Dept. of New Jersey Memorandum

To: All Chapter Commanders and Adjutants

Subject: Chapter Officers Training Seminar

The DAV Department of New Jersey will be conducting the 2011-2102 Annual Department Chapter Officer Training Seminar at Resorts International Hotel & Casino, 1133 Boardwalk in Atlantic City, NJ. The Training will be held on Wednesday June 15, 2011 from 1:00 pm to 4:00pm in the Horizon Room. This Training is in conjunction with the DAV Department of New Jersey 90<sup>th</sup> Annual State Convention. Please share this information with your Officers and Members.

This Training will be a requirement for all elected and appointed Officers; also any individual member is welcome and also encouraged to attend this training to learn the proper procedure to conduct Chapter Business. A short synopsis of the training will consist of the following. Duties and Proper Conduct of all Officers, Officer Reports, Financial Reports, Adjutant and Treasurers Duties, Constitution and Bylaws, Disciplinary Actions, Fund Raising, VAVS and much more.

John J. Chaplick, PDC  
State Adjutant/Judge Advocate