



## North Dakota Veterans Coordinating Council

MILTON KANE, President  
MICHAEL VANDROVEC, Vice President  
W.M. WILLIAMSON, Exec. Director

P. O. BOX 1632  
BISMARCK, NORTH DAKOTA  
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KENNETH McGAUGHEY, Treasurer  
VERN USELDINGER, Secretary

July 26, 1984

TO: All Members  
N. Dak. Veterans Coordinating Council  
N. Dak. Administrative Committee on Veterans Affairs

FROM: W. M. Williamson, Resource Representative  
N. Dak. Veterans Coordinating Council *Bill*

SUBJECT: Job Description of Executive Director  
North Dakota Veterans Coordinating Council

At the request of Mr. Greg Seurer, President of the North Dakota Veterans Coordinating Council, Mr. Jack Hilleboe, Chairman of the North Dakota Administrative Committee on Veterans Affairs, has requested an interpretation of the Attorney General's opinion regarding the Commissioner of Veterans Affairs serving as Executive Director of the N. Dak. Veterans Coordinating Council.

Mr. Robert Udland, Assistant Attorney General, was assigned to respond to Mr. Hilleboe's request. Because he did not have specific information as to the Executive Director's responsibilities, and being desirous of this information, I volunteered to set forth a listing of duties and responsibilities for this position. Upon receipt of this listing, he suggested that it might be wise to provide this information to members of both the Veterans Coordinating Council and the Administrative Committee. In discussion with the President of the Council, I informed him that I was planning to do this. He approved of this action.

I have enclosed my analysis of duties and responsibilities as I saw and attempted to perform them. The first page lists the specific duties and responsibilities of the Executive Director. You will note item #8 indicates that I served as resource, liaison, and support to the Council's legislative committee. Because this activity involved many more specific duties, I prepared a separate sheet outlining those activities involved in liaison and support of the Council's legislative committee.

If there are any questions relative to this presentation, please call me.

### AMERICAN LEGION

H.F. "SPARKY" GIERKE, Dept. Cmdr.  
VERN USELDINGER, Dept. Adj.  
MILTON KANE, Council Rep.

### MEMBERS AT LARGE

FLOYD HENDERSON, Veterans of World War I  
RALPH HAMRE, County Veterans Service Officers  
EUGENE SUMMERS, Vietnam Veterans of America  
MIKE WALTER, Catholic War Veterans  
LLOYD ZANDER, Comr. Vet Affairs  
W.M. "BILL" WILLIAMSON, Dir. Vet. Emp. & Trng.  
JACK HILLEBOE, Chm. N. Dak. Admin. Comm.  
CHARLES CODE, Commandant, Veterans Home  
CHARLES BARSTAD, VFW Service Officer  
GREG SEURER, DAV Service Officer  
CHARLES MacLAUGHLIN, Amer. Leg. Svce. Ofcr.

### VETERANS OF FOREIGN WARS

WILLIAM STEPP, Dept. Cmdr.  
KENNETH McGAUGHEY, Dept. Adj.  
ARTHUR STREED, Council Rep.

### DISABLED AMERICAN VETERANS

MICHAEL VANDROVEC, Dept. Cmdr.  
ROBERT HANNAH, Dept. Adj.  
GREG SEURER, Council Rep.

### AMVETS

WALLY KRABBENHOFT, Dept. Cmdr.  
ELMER EKERN, Dept. Adj.  
BILL HILL, Council Rep.

EXECUTIVE DIRECTOR, NORTH DAKOTA VETERANS COORDINATING COUNCIL

1. Arranges for agenda and meetings of North Dakota Veterans Coordinating Council.
2. Receives and answers all incoming correspondence for the Council.
3. Prepares letters for the President or the Council to officials of National agencies, the Congress, National offices of the veterans organizations, and others, pursuing implementation, maintenance, or improvement in benefit and service to veterans.
4. Answers all requests for information on matters involving the Council, its legislative activity, and its concerns for benefit and service to veterans.
5. Acts as liaison representative to all Departments of State and Federal Agencies and organizations in developing cooperation and support of benefit to the veteran.
6. Researches and presents material warranting Veteran Coordinating Council's attention.
7. Arranges for designing and printing of all letterhead, envelopes, and other materials used by the Council.
8. Serves as resource, liaison, and support of Council's legislative committee.
9. Maintains correspondence files.
10. Serves as a leader in advocacy of recognition and consideration in benefit and service to veterans.

LIAISON AND SUPPORT OF LEGISLATIVE COMMITTEE

1. Arrange for agenda and meetings of the North Dakota Veterans Coordinating Council's legislative committee.
2. Maintain up-dated North Dakota Century Code for ready access to legislative committee.
3. Receives all incoming correspondence relative to legislative effort.
4. Prepares and answers all communications relative to legislative issues.
5. Arranges for pick-up of one copy of every legislative bill and reviews for impact on benefit and service to veterans.
6. Secures and reviews daily House and Senate journals, calendars, and hearing schedules.
7. Makes arrangements for invitations and hosting of a banquet for legislators and top officials of all veterans organizations.
8. Receives and presents up-dated information to all veterans who call relative to legislative activities and concern.
9. Provides legislators with information as requested, acting as resource and counsel for historical data as well as current information on legislation affecting veterans.
10. Follows legislation throughout the session, keeping legislative committee informed of attentions and actions needed in finalization.
11. Prepares periodical reports of legislative progress and accomplishments throughout the session for all veteran organizations.
12. Prepares final report on legislative action on every bill of interest to veterans for distribution to legislators, veteran organizations, and veterans.