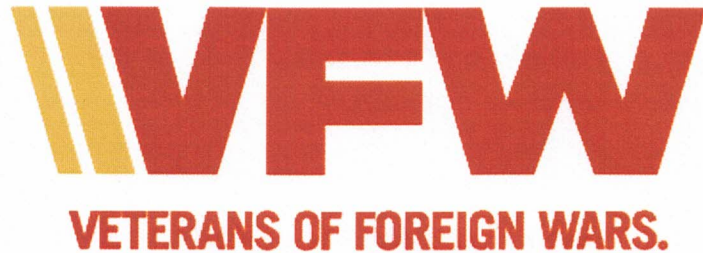


**MEDICAL/HEALTH FAIR CHAIR  
NATIONAL CONVENTION COMMITTEE  
DUTIES AND RESPONSIBILITIES**



This information sheet is to be used as a guide to the duties and responsibilities of the National Convention Committee Medical/Health Fair Chair. It is not intended to be all-inclusive. At the conclusion of the National Convention, if you feel there are items that should have been listed, please notify the National Convention Office so these may be added to future information sheets.

1. The chair will work closely with the Deputy Director, National Veterans Service responsible for healthcare policy, and on-site with James Moss, VFW Health Fair. (Assistant Dir. Veterans Health Policy, VFW Washington office) and local VA hospital representatives to provide supplies and personnel for the VFW Health Fair. To include the ability to secure additional wheelchairs/scooters for use on-site in the convention city.
2. Identify and coordinate with the local VA Hospital to have a presence on the exhibit Hall floor.
3. Obtain local hospital's addresses and telephone numbers and all emergency telephone numbers for on-site city assistance.
4. Assist the National Convention Chairman and VFW National Convention Director if/when required.
5. **Note:** The VFW KC office will also reach out to a local scooter provider for the convention and that information will be included on the convention website once finalized.

**Update:** 11/19/24