



Southern Conference Meeting Memorandum of Understanding (MOU)

This Memorandum of Understanding (MOU) is a written agreement between the VFW Southern Conference, and the VFW Host Department, regarding the annual meeting of the Southern Conference, VFW. This agreement defines the roles and responsibilities of each party with respect to the collaborative efforts to conduct the annual meeting of the VFW Southern Conference.

This MOU outlines specific roles and responsibilities so that the VFW Southern Conference, and the VFW Host Department, have a clear understanding of their purpose in conducting the annual meeting. With a clear understanding of the purpose, the VFW Southern Conference, and the VFW Host Department, can begin working together to ensure a successful and productive meeting of the VFW Southern Conference.

1. **Parties:** This Memorandum of Understanding (MOU) is made and entered into by and between the VFW Southern Conference, and the VFW Host Department. The VFW Southern Conference will include the Southern Conference Auxiliary and the VFW Host Department Auxiliary.
2. **Purpose:** The purpose of the MOU is to establish the terms and conditions under which the VFW Southern Conference and the VFW Host Department will conduct the annual meeting of the Southern Conference.
3. **Term of MOU:** This MOU is effective upon the day and date last signed and executed by the duly authorized representatives of the parties to the MOU and governing bodies of the parties and shall remain in full force and effect upon the completion of the annual meeting for which the VFW Host Department, has agreed to host.
4. **Payment:** The amount of money paid to the VFW Host Department, will be determined at the annual meeting of the VFW Southern Conference, one year prior to the annual meeting of which the VFW Host Department has agreed to host. Actual payment to the VFW Host Department will be distributed at the National Convention meeting of the Southern Conference in the same year as the VFW Host Department will be hosting the annual meeting. VFW Host Department must comply with financial reporting of money as prescribed in the Southern Conference Bylaws.

5. Responsibility of VFW Southern Conference:

- a. The Southern Conference Secretary/Treasurer will provide payment to Host Department as prescribed above.
- b. The VFW Southern Conference will provide a Standard Operating Procedure (SOP) as part of this MOU and update as needed.
- c. The Southern Conference Secretary/Treasurer will provide a complete list of names, addresses and emails of Southern Conference VFW and Auxiliary Officers.

6. Responsibility of the VFW Host Department:

- a. The VFW Host Department will provide complimentary transportation for all attendees to the annual meeting to and from the nearest airport to the location of the annual meeting. Transportation will be provided to and from the airport using sufficient vehicles to minimize any waiting time at the airport.
- b. The VFW Host Department will determine the registration amount to be paid by each attendee, but cannot exceed \$100, unless approved by the Southern Conference.
- c. The VFW Host Department will provide a banquet on Saturday night of the annual meeting. Cost of banquet to be included in registration fee. The VFW Host Department will consult with the Southern Conference to determine head table seating, agenda, and Master of Ceremony.
- d. The VFW Host Department will provide enough meeting space for the meetings of the VFW Southern Conference, and Southern Conference Auxiliary.
- e. The VFW Host Department will consult with the Southern Conference on conference schedule, meeting agenda and meeting times before they are published.
- f. The VFW Host Department will arrange for the transportation of VFW Southern Conference flags from the previous Host Department. They shall be displayed in the meeting room in alphabetical order.

7. Additional Events a VFW Host Department can conduct (not required):

- a. The VFW Host Department can charge for hosting a breakfast for Department Commanders and/or Presidents, Department Senior Vice Commanders and/or Presidents, Department Junior Vice Commanders and/or Presidents and Department Adjutant/Quartermasters and/or Department Secretary/Treasurers or any other groups that request such a function.
- b. The VFW Host Department could provide a complimentary registration packet.
- c. The VFW Host Department could provide a complimentary hospitality room/reception on any day of the annual meeting.

8. General Provisions

- a. Either the VFW Southern Conference or the VFW Host Department may request changes in this MOU and/or SOP. Any changes, modifications, revisions or

amendments to this MOU or SOP, which are mutually agreed upon by and between the parties to the MOU and SOP shall be incorporated by written instrument and effective when executed and signed by all parties to this MOU and SOP.

9. **Entirety of Agreement**

- a. This MOU and SOP represents the entire agreement between the VFW Southern Conference and the VFW Host Department and supersedes all and any prior agreements, whether written or oral.

10. **Signatures**

In witness whereof, the parties to this MOU and SOP addendum through their duly authorized representatives have executed this MOU and SOP on this date and certify that they have read, understood and agreed to the terms and conditions of this MOU and SOP.

Name of Southern Conference Secretary/Treasurer

Signature Date

Name and title of VFW Host Department, Officer Host Department Name

Signature Date

Standard Operating Procedure

Introduction:

The purpose of this Standard Operating Procedure (SOP) is to provide to the VFW Host Department and Auxiliary a comprehensive list of requirements, tasks, duties, and responsibilities required to host the annual meeting of the VFW Southern Conference.

Scope of SOP:

It is important that the VFW Host Department comply with and adhere to the SOP to ensure that all attendees and guests of the VFW Southern Conference and the VFW Host Department, have a safe and enjoyable experience at the annual meeting of the VFW Southern Conference. VFW Host Department will be required to review MOU and SOP to ensure that every requirement is met and/or exceeded in hosting this meeting. Every VFW and Auxiliary member that is assigned to a committee chair or task is aware of the SOP for the annual meeting or function that they have been assigned.

Task Descriptions:

Transportation – It is required of the VFW Host Department to provide transportation, at no cost to attendees, to and from the nearest airport to the designated hotel from Thursday to Sunday of the annual meeting. Transportation can be secured by renting vehicles or securing vehicles. Wait times to pick up at airport cannot exceed thirty minutes. Meeting attendees must provide arrival and departure times within a reasonable pre-meeting time. Departure times must be posted in hotel by Saturday afternoon to provide for adequate planning and execution of departure transportation.

Registration – The VFW Host Department will provide a registration packet on their Department website at least nine months in advance of the meeting date. The registration area at the hotel will be staffed and open on at least Friday and Saturday with reasonable hours for attendees to register and get their banquet ticket(s) and other items if provided by the VFW Host Department.

Meeting Rooms –

Memorial Service: The VFW Host Department will provide a meeting room for the Joint meeting and Memorial Service. Room to be set theatre style with head table for 16 with podium and microphone, VFW Host Department will provide Memorial Service brochures.

Regular Meeting: Two separate meeting rooms for Southern Conference VFW and Southern Conference Auxiliary. Seating for both meetings rooms will be determined by the number of registered attendees. Rooms to be set theatre style with head table for 12 with podium and microphone; in addition to the head table microphone at least one microphone must be available to be used by the floor. VFW Host Department will provide altar table, cloth, bible and flags.

Committee Meetings: Two rooms to be provided for committee meetings. Both should have adequate capacity. Rooms to be available on Thursday and Friday of meeting dates.