



Position Description



Position Title: Member -at-Large

Reports to: Chair (Presiding Officer) of the State Veterans Commission

Position Summary: As a member of the commission, advises the Adjutant General and the Department of Military and Veterans Affairs on all matters pertaining to the status, welfare, benefits, employment and support of veterans and veterans' programs in this Commonwealth and shall perform such other functions as are provided by law.

Duties and Responsibilities:

- The commission has the following duties and responsibilities found in Title 51 (Military Affairs) of the Pennsylvania Consolidated Statutes:
 - a. Under section 1704:
 - 1) To investigate and recommend to the Governor legislation for submission to the General Assembly concerning veterans and their activities.
 - 2) To advise the Adjutant General upon such matters as the Adjutant General may bring before the commission.
 - 3) To investigate the work of the Department of Military and Veterans Affairs and make recommendations to it regarding the department's administration of the laws providing for the payment of pensions and relief.
 - 4) To oversee veterans' temporary assistance payments under Chapter 85 (relating to veterans' temporary assistance), inclusive of promulgating rules and regulations governing all actions of the commission regarding this responsibility.
 - 5) To certify educational gratuity payments for eligible children under Chapter 87 (relating to educational gratuity program), inclusive of promulgating rules and regulations governing all actions of the commission regarding to this responsibility.
 - 6) To determine the eligibility of veteran applicants for real property tax exemptions under Chapter 89 (relating to disabled veterans' real estate tax exemption), inclusive of promulgating rules and regulations governing all actions of the commission in regard to this responsibility.
 - 7) To investigate the work of the Department of Military and Veterans Affairs and make recommendations to it regarding the department's administration of the laws providing for the selection and maintenance of a State military cemetery.
 - b. Under section 1705: To oversee, to including the development of guidelines, for the state veterans' homes' Hall of Fame.
 - c. Under section 710: To administer the Pennsylvania Veterans' Memorial Trust Fund.
- Towards accomplishing those duties above, the individual is required to:
 - d. Assume the responsibility of chairing a committee, when called upon by the chair.
 - e. Team with leaders from other agencies and jurisdictions on new and ongoing veteran's programs, upon the direction of the chair.

Required Knowledge, Skills and Abilities:

- a. **General eligibility.** – A member-at-large must meet all the following eligibility requirements:
 - 1) Shall be a United States citizen.
 - 2) Shall be a legal resident of this Commonwealth.
 - 3) Shall have performed active military service in the armed forces of the United States, excluding active duty for training) and has been discharged or released from the service under conditions other than dishonorable; or is entitled under Chapter 1223 of Title 10 of the United States Code to retired pay for nonregular service or, but for age, would be entitled under such chapter to retired pay for nonregular service. The armed forces of the United States are defined in [10 U.S. Code § 101\(a\)\(4\)](#). Active military service is best defined for the purposes of the Commission in [38 U.S. Code § 101\(24\) and \(21\)\(A\)](#). The term “under conditions other than dishonorable” is best defined in [38 CFR § 3.12\(d\)](#) supplemented by [20 CFR § 404.1325](#). Payment of benefits is not a determinant. The provision for retired, nonregular service being entitled to the title “veteran” is specified in [Section 305 of U.S. Public Law 114-315](#).
 - 4) Shall be a member in good and regular standing of a Pennsylvania branch, post, chapter, lodge or club of a recognized national veterans' organization active in this Commonwealth.
- b. **General Knowledge and Skill Requirements:**
 - 1) Have well-developed written and verbal communication and interpersonal skills; the ability to communicate and interact with officials at all levels of government and to work effectively with a wide range of constituencies in a diverse community. Ability to develop and deliver presentations is involved. Ability to identify and secure funding/revenue sources is involved.
 - 2) Have a working knowledge of performance metric development, the use of business intelligence and good general management principles.
 - 3) Be computer literate with the ability to learn new software applications.
 - 4) Have experience in supervising project and team activities.
 - 5) Have the ability to read and interpret accounting and financial reports.
 - 6) Have experience in strategic planning and execution. Experience in formulating policy, and developing and implementing new strategies and procedures is needed. Knowledge of contracting, negotiating, and change management is useful.
 - 7) Must have the ability to travel.
- c. **Special Knowledge and Skills.** – A member-at-large should have managerial expertise and insight into best practices in at least one of the following areas:
 - 1) Healthcare management
 - 2) Education and training
 - 3) Employment and retraining services
 - 4) Marketing and advertising.

Working Conditions, Physical and Time Demands:

- a. **Term of Service.** – The term of appointment is for four (4) years.
- b. **Meetings.** –
 - 1) The commission formally meets approximately eight (8) times a year for at least two hours and normally at Fort Indiantown Gap.
 - 2) Additional meetings are at the call of the chair or the Adjutant General, and are to be expected. Two to four hours of additional work a month should be expected. This does not include time when called upon to testify before the General Assembly.
 - 3) Therefore, the work requires willingness to work a flexible schedule and travel.
- c. **Working Environment.** –
 - 1) The work is conducted in an Americans with Disability Act (ADA) compliant, office environment.
 - 2) Work between meetings is done at home and requires phone, email, and online conferencing capabilities.

Benefits: Members of the commission receive no compensation for their services but shall receive reimbursement for their necessary and proper expenses for attendance at meetings.