

Paralyzed Veterans of America Central Florida Chapter

Hereafter known as PVACF

MISSION STATEMENT

Paralyzed Veterans of America Central Florida Chapter, a congressionally chartered Veterans Service Organization, provides a platform of advocacy, communication, education and research, adaptive sports and recreation for veterans paralyzed as a result of spinal cord injury or dysfunction, in an effort to afford them the highest quality of healthcare and life experiences.

General

This Chapter Operations Manual contains statements of policies and procedures that are designed to be a working guide for the PVACF Board, Executive Committee and staff personnel in the day-to-day administration of the organization's programs and operations.

These written policies are intended to increase understanding, eliminate the need for personal decisions on matters of established policy, and help to assure uniformity of procedures throughout the organization. It is the responsibility of each member of the governance team, of program directors, of management and of staff to administer these policies in a consistent and impartial manner.

All established policies and procedures are subject to change and further development in the light of experience. Each member, volunteer and employee can assist in keeping our programs up to date by making recommendations for modifications that would improve PVACF operations. Any question of clarification or interpretation shall be resolved by the Board of Directors in accordance with the 2017 Florida State Statutes Title XXXVI Chapter 617.

Implementation of policies and procedures contained in this manual shall be the responsibility of the Board of Directors, Elected Officers and the Executive Director and all program directors. All of whom have individual and collective responsibility to explore all means to promote and improve programs in which PVACF has a vested interest by promoting effective communications among the leadership and the membership, ensuring the maintenance of a sound financial management program, and the delivery of viable programs which benefit the members of PVACF and other members of the disability community.

Purpose

The purpose of this PVACF Operations Manual is to set the standard policies and procedures used in the day-to-day conduct of business within the chapter.

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Applicability

Unless otherwise specified, the policies and procedures set forth in this manual are applicable and binding in all facets of chapter operations, and shall be adhered to by all employees, volunteers, members and representatives of the chapter.

Revision

Revisions to this operations manual shall be made only upon approval by 2/3rds vote of the PVACF Board of Directors. Suggested revisions may be submitted to the Chapter Secretary and shall be effective upon approval by the Board of Directors, unless otherwise specified. The date at the bottom of each page is the date approved by the Board of Directors.