

# Veteran's Committee Charge

**MISSION:** To promote, perpetuate and support Veterans ceremonies, events, and other activities in the Town of Wenham. To assist veterans and their families, as appropriate, in cooperation with other organizations and agencies.

## **OBJECTIVES:**

- To provide a permanent Town appointed committee to organize and administer all veterans' activities and interests, in coordination with the Board of Selectmen and Town Administrator.
- To provide a central platform to exchange and disseminate information and ideas in order to address veterans' interests and needs.
- To plan and organize Memorial Day and Veterans Day ceremonies.
- To provide for the maintenance of all veterans memorials within the Town of Wenham.
- To foster and perpetuate the value of veterans' service to our country and way of life.

**MEMBERSHIP:** Up to **nine (9) members** (preferably veterans), to be appointed by the Wenham Board of Selectmen, **with one Selectmen serving ex officio on this committee.** Each member will be appointed for a period of **three** years, with initial staggering of terms so that all memberships will not expire at the same time, **with three to initially expire in June 2017, another three in June 2018, and the final three in June 2019.** The Veterans Committee will become a permanent standing committee of the Town of Wenham.

## **FINANCE AND ADMINISTRATION:**

- The Veterans Committee should not require routine annual funding from the Town of Wenham.
- Routine maintenance and care of all veteran's memorials will come from "*Perkins Fund for the Perpetual Care of Wenham Veterans War Memorials*".
- Extraordinary maintenance and/or additions to veterans memorials will be accomplished through fund raising, donations, and Community Preservation Committee funds, as much as possible.
- Financially support veterans activities and events.
- The Veteran's Committee will annually elect a Chairman, Secretary and Treasurer from within its membership.
- The Veterans Committee shall keep minutes of all meetings.

## **ACTIVITIES AND MEETINGS:**

- The Veteran's Committee shall meet at least four times annually.
- The Veteran's Committee shall report annually via the Annual Town Report.
- The Veteran's Committee shall maintain a working relationship with the Eastern Essex District Department of Veteran's Service in coordination with the Town Administrator and Wenham representative to the Eastern Essex Veterans District Board.
- The Veteran's Committee shall maintain a list of Wenham veterans and ensure that all veterans are aware of benefits and activities, to the extent possible and permitted by law.