

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, Veterans Day and Wreaths Across America 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, but may apply for funding for small administrative projects or capital improvement projects for the War Memorial through the annual operating budget process.
- Routine maintenance and care of all veteran's memorials will come from "*Perkins Fund for the Perpetual Care of Wenham Veterans War Memorials*" and the Veterans War Memorial Gift Account.
- 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 Cape Ann Veterans District in coordination with the Town Administrator and Wenham representative to the Cape Ann Veterans District.
- 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.