

Please Print Copies of this Form and Give a copy to Each of your Delegates

Convention Registration And Banquet Reservation Form Return by 15 May 2026 to the Department of Washington davdeptofwashington@gmail.com

2026 Convention Pasco Red Lion

Please Print

Name: _____

Chapter Number: _____

Amount \$ _____

APPLY MY PAYMENT TO THE FOLLOWING:

_____ Convention Registration (Registration Fee \$15.00)

_____ Convention Banquet (Banquet Fee \$35.00)

_____ Here is my information. I will pay for my Banquet and Registration at Convention

Total \$50.00

YOU MUST RESERVE YOUR MEAL FOR THE BANQUET BY 5/15/2026

If you do not reserve your ticket, you cannot purchase banquet tickets at Convention

Please provide any dietary restrictions or allergies. _____



Disabled American Veterans Department of Washington
704 228th Ave NE PMB 374
Sammamish, WA 98074

1. DEC Delegate Roles & Responsibilities — One-Page Training Handout

Purpose of the DEC:

Governs the Department between conventions.

Ensures continuity, compliance, and execution of delegate-approved policies.

Advises the Department Commander and oversees programs, budgets, and organizational health.

Primary Delegate Responsibilities:

Attend all DEC meetings and participate fully.

Vote on Department business between conventions.

Represent the chapter's position, not personal preference.

Review agendas, reports, and financials before meetings.

Report back to the chapter after each DEC meeting.

Serve as liaison between the Department and the chapter.

Support Department programs and ensure chapter compliance.

Uphold the Department and National Constitution & Bylaws.

Alternate Delegate Responsibilities:

Serve as backup voting member when the Primary Delegate is absent.

Stay informed by reviewing agendas, reports, and financials.

Attend DEC meetings when possible to stay current.

Support the Primary Delegate in gathering chapter input.

Assist with reporting back to the chapter.

How They Work Together:

Primary = chapter's voice and vote.



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Alternate = readiness and continuity.

Both must be prepared, informed, and aligned with chapter direction.

Stanley K. Gunno
Commander
Disabled American Veteranand Department of Washington



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2. DEC Delegate Readiness Checklist

Before Each DEC Meeting:

Review agenda and all attachments.

Read financial reports and program updates.

Gather chapter input on agenda items.

Confirm attendance (Primary) or readiness to step in (Alternate).

Prepare questions or concerns for discussion.

During the Meeting:

Maintain decorum and follow parliamentary procedure.

Participate actively (Primary votes; Alternate observes unless seated).

Take notes for chapter reporting.

After the Meeting:

Provide a report to the chapter within 7 days.

Share decisions, deadlines, and compliance requirements.

Follow up on assigned tasks or committee work.

Ongoing Responsibilities:

Stay familiar with Department and National Constitution & Bylaws.

Maintain communication with chapter leadership.

Attend convention business sessions.

Be prepared to serve on committees if appointed.