



# NATO & NORAD VETERANS ORGANIZATION L'ORGANISATION DES VETERANS DL'OTAN NORAD



## Requirements to set up a Nato Unit

### SHORT AND LONG TERM

Item #1 It is suggested that Each Unit should be Provincially Incorporated as a Non Profit Nato Veterans Organization, and this should be seriously looked at when a Unit reaches the point that the Executive feel that possible Liabilities on behalf of the Unit may Present themselves. ( HQ will work with each Unit on a ongoing basis)

Item #2 Set up a Proper Bank Account with Three signing Officers, once the Unit has reached a level that it has Liabilities. ( non –profit Accounts are available at a very low monthly fee eg. \$1.50 )

Item #3 Set up a Unit Dues Structure for your Members.

Item #4 Select a President, Vice President, Secretary and Treasurer.

Item #5 Inform HQ as to who is who on your Exec. and when your Meetings will take Place. ( as we may be able to assist in getting you a speaker in your area)

Item #6 Request a copy of the NATO Veterans Organization Constitution from HQ ( this is currently being updated and you will have a copy soon)

Item #7 Monthly Minutes should be kept, until the Unit is in a situation to Set up Bylaws for their Local Unit. Usually when the Unit has reached the point of a active working Unit.

### **PART TWO Getting Started Day One**

**You will need a place to hold a meeting**

**You will need a list of People** (will be sent to you by Mar Ist , 2010)

**Need a way to communicate with People –email or phone**

**THEN**

**Need to hold a meeting** – see who comes- keep first meeting “light” Who I am and one war story.

**Interim Exec and next meeting**

**Need to contact HQ for help- either advise or dollars ( Money Included for start up)**

**Then set up Dues structure**

**Then set up Bylaws**

**Charter (need 12 members)**

**This is the General Set up Sequence that you should follow.**

**We are here at all times to assist you, simple Email your concerns and we will respond as quick as possible.**

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Sect/Tres.