



PROCEDURE OF OFFICE DEPARTMENT OF OHIO - GREENEST GAVELIER

The Greenest Gavelier performs duties traditional to the President, Secretary, Treasurer, Chaplain, and PRO.

- As keeper of the Gavelier funds, it is your responsibility to open a separate bank account for these funds. After the Department Convention, the outgoing Greenest will finalize the books and send you a final finance report along with a check with all Gavelier funds. At each meeting, you will need to provide a detailed finance report along with minutes from the previous meeting.
- The Gaveliers meet for a luncheon at each of the Department Ladies Auxiliary Meetings at a time announced by you. It is your job to see that arrangements are made with the hotel restaurant for this luncheon. Rule of thumb is 11:30 AM for the luncheon, giving enough time to eat and socialize. The current Department President is always invited, as well as the National President, if she is attending our meeting.
- Dues of \$10.00 are payable each year by each PDP. Dues can be collected at a luncheon, but all PDPs must be notified by mail, as they do not attend regularly. Some PDPs still pay their dues even though they no longer attend meetings.
- Upon the death of a PDP or her immediate family member (children, parents, or spouse) flowers or a memorial item in the amount of \$100.00 and a card will be sent. *Notify the PDPs* by email or a phone call. Another way would be to notify the PDP immediately preceding you and she should then notify the PDP preceding her and so on up the line. Also notify the Department President, Chaplain, and Secretary. As a courtesy, if a Commander or spouse dies, we send flowers and a card in the Gaveliers' name. In illness, we send a card and notify as above.
- We send flowers to any PDP that is hospitalized or has out-patient procedures up to \$100.00 to include any fees. Same notification procedures are followed as above. *Flowers are only sent once a year* to a PDP, but we always send her a card each time she is hospitalized, having more than one out-patient procedure or is ill.

- The Gaveliers judge Department awards. At Mid-Winter Conference provide the Service Officers with a deadline by which they must submit their top three reports from auxiliaries with more than 150 members and top three reports from auxiliaries with less than 150 members. They are to mail or email those reports to you by the deadline date. You will also need to schedule a date and time for judging. You may want to use the same deadline as the NEC for Officers to submit reports to you. Judging should be done very soon after that so that results (NOT Auxiliary numbers) may be provided to the Honors and Awards Chair. You simply inform the Honors and Awards Chair which awards need to be ordered – nothing else. Be sure to check with Madam President for permission to use Headquarters on a Saturday for the judging. You will need to send an email to all PDPs informing them of when and where the judging will take place. Lunch is provided to those attending the judging.
- Judging of the awards is done as follows: Each of the Gaveliers will read each report of all the Service Officers and then score them on a scale of 1 to 5 with 5 being the best. Make sure you have pads of paper and pencils. Each PDP will then record the votes under the Auxiliary number, initial the report and pass it on. Each PDP should keep their scores on their pad of paper. Reports will be judged for quality, imagination, uniqueness and not just on numbers. After all PDPs have judged the reports, the Greenest will tally the points and the ones with the highest totals are the winners.
- After the Department awards are decided, you need to narrow the number of reports from each service officer from six (3 over 150 and 3 under 150) to two. This can be done by using the same scores as used in judging or by reaching consensus with those present. You will then need to make copies of the top reports from each service officer and bring them to convention for judging of the Gaveliers award. **This must be kept a secret, as it is to be a surprise.** Make sure you remind all PDPs of this. When ordering the plaque for the Auxiliary of the Year the size must be no smaller than 9 x 13 as the gavel is to be large (not the small size).
- The Gaveliers Award for Most Outstanding Auxiliary of the Year is presented by the Greenest at the Department Convention Banquet, if this is workable with the Executive Director. Be sure to check with him. If it is not possible then it must be awarded on the Auxiliary Floor at the Sunday meeting. Be sure to clear that with Madam President so she can place it on her agenda. Judging for this award is done at Department Convention by all PDPs present.
- The AMVETS Executive Director assigns a room in the evening on Friday for the judging or it could be done at the PDP Luncheon if time permits. Check with our Executive Secretary to see if she has the schedule from the AMVETS Executive Director so you can inform the PDPs of the time and room. The trophy/plaque is

purchased by the Honors and Awards Chairman and paid for out of the Gaveliers fund. Touch base with the Honors and Awards Chairman to be sure that she orders the trophy/plaque with the other awards.

- “The Mary Stanton Award for the most outstanding Auxiliary Member of the Year”. This award is purchased by the Gaveliers in the amount of up to \$125.00. This award is judged by former recipients of this award.
- The Greenest will purchase a gift in the amount of up to \$50.00 to be presented to the outgoing President on Sunday at Department Convention. We order a sweater/jacket from Blair and have it monogrammed. We choose a white one and have it monogrammed in red. You will invite all PDPs in attendance to join you at the podium for the presentation. We, as a group, are always available to assist the President in any way she requests.
- Each year, give the NEC Woman or Department Secretary a complete list of all Ohio deceased Past Department Presidents in memory for the Patrons Page at a cost of \$1.00 per deceased PDP. This money comes from the Gaveliers fund.
- You, as the Greenest, at Fall Conference, Mid-Winter Conference and Department Convention, it is your responsibility to sell 100 - \$5.00 tickets. These tickets are 3-digit tickets and the winner is determined by the 3-digit Ohio Lottery number on Saturday evening (straight not boxed). The winner receives \$300.00 and the Gaveliers receive \$200.00.
- Before handing over any of the Gaveliers materials to the new Greenest, please take the time to update the list of Past Department Presidents. It is also nice to do updates and changes throughout the year. The Gaveliers pay for all PDP's who attend the luncheons including the President and National President if she is visiting. This was voted on at the February 2021 Mid-Winter Conference and passed.
- All Department Officers are expected to attend the following events:
 - Fall Conference:
 - Training Session held for Auxiliary
 - Mid-Winter Conference:
 - Legislative Breakfast
 - Training Session held for Auxiliary
 - Joint Testimonial Dinner
 - June Convention:
 - Memorial Service
 - Joint Opening Session with AMVETS, Sons of AMVETS, Riders & Juniors

- Training Session held for Auxiliary
- Honors & Awards Banquet

Revised 02/2024 Kay Gibbons, PDP - Greenest Gavelier