



PROCEDURE OF OFFICE DEPARTMENT OF OHIO LEGISLATIVE LIAISON

The Legislative Liaison is an Elected Office that is held for two (2) consecutive years, elected in odd years. It must be filled by a Past Ohio Department President.

Responsibilities:

- She is to attend the Finance Committee, Service Foundation, Career Center, Ohio Charities and State Executive Committee meetings that are held by the AMVETS at each Fall and Mid-Winter Conference and June Convention.
- She will receive, in advance, from the AMVETS Department of Ohio Executive Director an agenda of their meetings, times and locations of each said meeting.
- She will take notes of interest that will pertain to the Auxiliary and prepare a concise report that will be read on the floor to the Officers and general membership during the Conferences and Convention.
- She will prepare five (5) copies of said report: one each for the President, 1st Vice President, Parliamentarian, Secretary, and her file.
- She should feel free to answer any question that is proposed during the AMVETS meetings pertaining to the Auxiliary, but not offer any opinions unless requested. She is simply there to gather information appropriate to the Auxiliary.
- If at any time the AMVETS adjourn to go into an Executive Session, she will be excused. She will be expected to return when they go back into regular session.
- She is also responsible for selling the 50/50 tickets that are sold in the Auxiliary meetings at Fall and Mid-Winter Conferences and June Convention. The tickets are sold 3 for \$1 .00 on both days of the general session.
- The AMVETS Provost Marshall has his Color Guard sell tickets on the AMVETS floor during the Sunday session for the same price.

- The tickets from both floors are combined, monies counted and the winning ticket is drawn on the Auxiliary floor on Sunday by 10 a.m. per AMVETS.
- Half of the money goes to the Ohio Department President and the other half goes to the winner.
- After the drawing, she will go to the AMVETS floor, to inform them who the winner was if it was on the Auxiliary floor or let them know the winning ticket number and stay on their floor until they identify the winner. She will then report back to the Auxiliary floor.
- It is recommended that the monies collected on Saturday are kept in the hotel safe.
- Double strip tickets can be purchased by the roll at most Wal-Mart stores. There must be 2 full rolls (different colors) for each meeting. Receipts are attached to a voucher and turned in to the Department Treasurer for reimbursement.
- She should make an effort to introduce herself to the Captain of the Honor Guard and/or the Provost Marshal at the first opportunity after being elected.
- If she is unable to attend a Department Meeting, she must notify the Department President as far in advance as possible, to allow the Department President an opportunity to find a replacement to attend the AMVETS meetings.
- 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

Note: The Department President will notify the AMVETS of your appointment.

Revised by: DMSmathers 06/2024