



PROCEDURE OF OFFICE DEPARTMENT OF OHIO PRESIDENT

The Department of Ohio President shall preside over the Executive Committee.

Any charity that the President or Service Officers choose should benefit the State of Ohio and have at least a "B" or above average rating on charity watch dog sites. Charity Navigator is an excellent web site for information on most nonprofit 501C charities.

Immediately following the Department Convention, the new President shall write a short biography and email it to the Department Executive Secretary for her to place on the Auxiliary website. She can review the Immediate Past President's biography as an example.

The President shall keep a log of all her travels in the name of AMVETS Ladies Auxiliary, which shall include the date, place, purpose of the visit and mileage for the trip. The log will be emailed to the Executive Secretary prior to each Conference and Convention, to be included with your letter in the book.

Post SEC Meeting:

- Service Officers shall be prepared to announce their Theme, Project and Chairman's Award if they choose to have one. The cost of any Chairman's Award will be the Officer's responsibility. If this information is not available at the SEC, it should be sent to the President, Parliamentarian, 1st Vice and Secretary prior to the July Officers meeting.
- At the SEC Meeting, all Department Officers and Chairmen should have a typed paper with their name, address, phone number(s), email address for the President and the Executive Secretary. This information will be used to update the website.

Following election in June:

- The President shall review all sections of the AMVETS Ladies Auxiliary Guidebook, By-Laws and Constitution, of both National and Department of Ohio.
- The President should visit Headquarters to familiarize herself with office procedure.

- The Trainer, Parliamentarian and President should begin planning the July Officers Meeting.
- Begin your plans to promote your project to increase donations. Contact your charity of choice and see if a representative can visit at Fall Conference.

July Officer's Meeting:

- At the July Officers meeting each Officer will have available her PDP, who will serve as her mentor, with only the PRO also having a committee of three (3) local members, not from their home Auxiliary, and spread throughout the different districts.
- The Trainer can plan instruction on the subject of your or her choice.
- Have a sheet to hand out with your personal information, as well as information on your theme and President's Project available for your Officers.
- At this meeting, all Service Officers should have a printed sheet to hand out with their theme, name of the charity for their office as well as a report on the charities rating.
- The President should use this time to develop a rapport with her Officers. She should open the floor to the Officers and invite questions of her.
- It should be made aware to the Service Officers that the project they choose must be approved by the membership at the Fall Conference, but if they wish to start fundraising prior to October that it be explained that "upon approval their project will be..."

Following July Officer's Meeting in July - September:

- Begin planning your Auxiliary visits. Contact the AMVETS Commander and Son's Commander and see what events you might like to join them at.
- Send a letter to the local Auxiliaries introducing yourself and your project.
- Work with the Executive Secretary with dates for the Officers to have their Fall Bulletin and letters for Fall Conference Book in to you, 1st Vice and Parliamentarian and the dates she will need them for printing and mailing.
- Work with the Executive Secretary and Convention Chair to establish dates for pre-registration to begin and end. This needs to be done prior to the bulletin being sent out.
- Prepare an agenda for the Fall Conference, your Officer's meeting at Fall Conference and General Session Meeting at Fall Conference.
- Compose a letter for the Fall Bulletin and Conference Book.
- Check your travel schedule and try to attend the OVH Picnic in Sandusky.

October:

- Prepare your notes for your Officers Meeting, scheduled for the Friday morning prior to the beginning of Fall Conference.

- At the conference (or prior to) ask the AMVETS and Son's Commander when it would be convenient to visit their floor, introduce yourself and tell them about your project.
- At the General Membership meeting be sure to share your willingness to visit the local Auxiliaries and inform the delegates on how to contact you to schedule a visit.
- Remind Service Officers of the service report deadlines and when their reports must be received at headquarters.

November - December:

- Continue to visit local Auxiliaries.
- Work with the Executive Secretary with dates for the Officers to have their Mid-Winter Bulletin and letters for Mid-Winter Conference Book in to you, 1st Vice and Parliamentarian and the dates she will need them for printing and mailing.
- Work with the Executive Secretary and Convention Chair to establish dates for pre-registration to begin and end. This needs to be done prior to the bulletin being sent out.
- Compose the letter for the Mid-Winter Bulletin.

January:

- Continue visiting Auxiliaries.
- Prepare your agenda for Mid-Winter Conference.
- Coordinate through the Executive Secretary anything that needs to be discussed about the hotel with the AMVETS Executive Director. She acts as the Auxiliary Liaison to his office.
- Compose your letter for Mid-Winter Conference.
- Prepare the Officers Meeting agenda for Mid-Winter.
- Prepare the General Session Meeting Agenda for Mid-Winter.

February:

- Continue visiting Auxiliaries.
- Prepare your notes for your Officers Meeting, scheduled for the Friday morning prior to the beginning of Mid-Winter Conference.
- At the General Membership meeting be sure to share your willingness to visit the local Auxiliaries and inform the delegates on how to contact you to schedule a visit.
- Remind Service Officers of the service report deadlines and when their reports must be received at headquarters.

March – June:

- Continue to visit Auxiliaries.
- Prepare the Agenda for the Department Convention Officers Meeting.
- Work with the Executive Secretary with dates for the Officers to have their Convention Bulletin and letters for Convention Book in to you, 1st Vice and Parliamentarian and the dates she will need them for printing and mailing.
- Work with the Executive Secretary and Convention Chair to establish dates for pre-registration to begin and end. This needs to be done prior to the bulletin being sent out.
- Compose your letter for the bulletin.
- Prepare the General Membership Meeting Agenda for Department Convention.
- Fill out a voucher for National Convention allowance and travel expenses, if you are planning to attend. Turn into the Department Treasurer. (Checks will be sent after July 1st)
- Traditionally a gift is given to your Officers at the Department Convention.
- List all the Auxiliaries that donated to your Presidents Project, "Thank You" notes should be sent to them in a timely manner.

CONFERENCES and CONVENTION

- **BE ORGANIZED!** Have everything done and ready prior to conference/convention. Do not leave it until you get there because you will have very little free time and when you do you will need to rest and relax.
- Make a copy of the Business Sessions agenda in **EXTRA LARGE PRINT** so it is easier to follow at the dais. You can highlight the lines of speech labeled President.
- Check off each section of the agenda as you go along, it helps you to keep your place.
- Stay calm, speak slowly and do not hesitate to look to your Parliamentarian for advice, if questions arise. Always remember to smile, say thank you and greet as many local members during any breaks as possible.
- Meet with your Sgt-at-Arms prior to the business sessions to go over the agenda and make sure she is aware of her responsibilities. Make sure she is aware of any visitors that may be coming on the floor.
- When leaving the floor while the session is in progress, the gavel should be passed your 1st Vice President, she will continue with the business in your absence.
- Make sure you have the names and offices of any guests, PNP's or National Officers attending your meeting so they can be introduced. Make sure your Conference/Convention Chairman also has a copy as she will be doing the introductions at the opening. If the National President or any current National Officer is in attendance, they will be introduced by the Department President.

- 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

OTHER DUTIES & SUGGESTIONS

- Each President will keep a file box with file folders in it that she passes down to the next President. The files are to be labeled and dated the year she is President. Each President should pass down her files (box) and the past two (2) Immediate Past Presidents to the incoming President. The Past President from three (3) years ago should be contacted and asked if she wants her files to be returned to her.
- Communicate with your Officers on a regular basis.
- Keep the 1st Vice and Parliamentarian informed on all matters that happen within the Department, so that they are fully capable of taking over if necessary.
- Return all phone calls and emails from your Officers and Auxiliaries in a timely manner,
- Maintain your files and correspondence as the year goes on. Print relevant emails, letters or communication you send.
- Call the Department Secretary on a regular basis, checking status of Department business.
- Discuss with the AMVETS Commander arrangements for your joint Testimonial Dinner if you wish to have it with the Commander at the Mid-Winter Conference.
- Traditionally the President gives a token gift to all the guests at the Testimonial Dinner at her own cost.
- At June Convention, the President, 1st Vice, and Parliamentarian will conduct an evaluation of the Executive Secretary. A form for the evaluation is on file with the Parliamentarian. A copy of the report is to be given to the Executive Secretary and reported to the Executive Steering Committee. That the annual evaluation was done is to be included in the Parliamentarian's report at the Officers Meeting and Regular Meeting Session.
- Meet with the Honors & Awards Chairman at/or around Mid-Winter Conference and review any questions on the awards that will be presented at the Convention in June.

- In May confirm that the new Presidents' hat has been ordered and a Past President's pin ordered for the Department Convention in June.
- The Department Secretary timesheets and any requests for time off are to be emailed to the President, 1st Vice, Treasurer and Parliamentarian. The President will decide which Officer will keep track of the Executive Secretary's vacation, sick and comp time, and to approve her time off.
- The President and all the Department Officers will participate in the Joint Opening at June Department Convention and Memorial Service.
- The Convention Chairman will introduce the Elected Officers, PDP's, National Officers and PNP's from their seats at Fall and Mid-Winter Conferences. After those introductions the Department President is introduced and given the floor to open the Conference.
- At June Convention, it is tradition to have a formal Officers escort to the dais, ending with the President. If the National President is at the Convention she is escorted in just prior to the President.
- As the Department Delegate to the National Convention, she is responsible for getting the Department of Ohio Auxiliary flag and US flag to convention and back to the Sgt.-at Arms.

Revised February 2024, JLMT