



## **PROCEDURE OF OFFICE DEPARTMENT OF OHIO THIRD VICE PRESIDENT**

The Third Vice President of the Department of Ohio shall serve as Chairman of the Community Service Program. In the absence or disability of the President, First Vice President and Second Vice President, she shall preside at all meetings and perform such duties as may be prescribed by the Executive Committee.

### **Following the election in June:**

- At the Post SEC following the Department Convention which you are elected Third Vice President, you shall be prepared to announce your theme, project and your Chairman's award (if you choose to have one). The cost of the award is not a budgeted item, and it must be stated that the award will be paid for by you.
- You shall bring a typed sheet with your name, address, phone number(s), email address, theme, project and Chairman's award listed for the President, Parliamentarian and Secretary.

### **Duties of Office:**

- The Department Community Service Officer should read and become familiar with all sections of the Community Service Officer's Procedure of Office, Ohio AMVETS Ladies Auxiliary Guidebook, National AMVETS Ladies Auxiliary Manual, National Constitution and By-Laws, and the Ohio AMVETS Ladies Auxiliary Department, District and Local Uniform By-Laws and Standing Rules.
- Offer suggestions and guidance to local auxiliaries for their Community Service projects and completing their bi-annual service reports.
- The Third Vice should use all forms of communication to promote both their individual project and PAWS With A Cause. PAWS With A Cause is the designated National AMVETS Ladies Auxiliary Community Service project.

- The Third Vice President shall attend the following meetings: Department Finance Committee, Department Executive Board, Department Officers Meeting and Strategic Steering Committee. It is recommended to attend the Constitution and By-Laws Committee. Also, she shall attend the Summer Officers' Meeting, date to be chosen by the Department President.
- The Department President sets deadlines for Fall Conference, Mid-Winter Conference and Department Convention Book Reports. There are also deadlines set for three (3) Bulletins which are sent to Local Auxiliaries throughout the year. You are required to have a Report for the Conferences and Convention books and a letter for each of the Bulletins. The President determines these deadlines. All of your Conference/Convention Reports, as well as your letters for the Bulletins must be first sent to the President, First Vice President and Parliamentarian for review and comment. Once the President approves your report, she will forward it to the Department Secretary.
- The Department Community Service Officer is to prepare a Floor Report where they report anything that has happened after their Report for Conferences/Convention Books were sent to the Department. A copy of your Floor Report is to be given to the President, First Vice President and Parliamentarian and Department Secretary at the Friday Officers' Meeting.
- At Conferences and Convention, the Community Service Chairman will read the Aims and Purposes.
- The Department Community Service Officer is responsible for correcting and recording Community Service Reports submitted by the Local Auxiliary Community Service Officers twice a year: First Report is due postmarked/mailed by November 1<sup>st</sup> and an Annual Report postmarked/mailed by May 1<sup>st</sup>.
- If a Local Report is incorrect, it is your responsibility to contact the Local Community Service Officer and explain to her what was not correct. You should retype that report and then send a cover letter to the Local Community Service Officer explaining the changes you made and why they were made. Include a copy of the original and corrected Service Report Form so the Local Officer can see what she did incorrectly.
- Any monies received should be given to the Department of Ohio Treasurer for recording and tracking of funds.
- All funds donated during the year as Third Vice President that are not designated for National programs, will be designated for disbursement within the State of

Ohio. It is the Officer's responsibility to write a cover letter to the organization(s) specified to accompany the check. The letter should be on Department of Ohio Ladies Auxiliary letterhead and be approved by the President and Parliamentarian. Copies of the letter will be mailed to the new Third Vice President for her files. A copy shall also be sent to the President, First Vice President and Parliamentarian for their files.

- Thank you cards are to be sent to all Auxiliaries that have donated to Community Service projects and National Community Service projects. These may be passed out by the Sgt at Arms at Conferences and/or Convention.
- The Department Community Service Officer is required to submit either via email or regular mail two (2) Statistical Reports and NEC Recap Forms to the NEC Woman: the first in November and the second in May. (This information will be obtained and tallied from the Mid-Year and Annual Community Service and Youth Reports from Local Auxiliaries). The NEC Woman will establish the exact deadlines for reports to be sent to her.
- The Final Statistical Reports for Auxiliaries and Youth, along with a listing of the names of all youth by Auxiliary and in alphabetical order, are to be sent to the Department Secretary to be included with your Community Service Officer's Report for the Convention Book.
- As the Department Community Service Officer, you are required to pass on to the incoming Department Community Service Officer an updated Procedure of Office, if changes are needed. Before State Convention it should be sent to the President, First Vice President, and Parliamentarian for approval.
- You are to maintain a complete file of all materials pertaining to your office and must update all files and be prepared to forward them to your successor at the expiration of your term of office. This will include copies of correspondence, Department and National mailings, copies of all Service Reports submitted by Auxiliaries and copies of the Statistical Reports and NEC Recap Forms sent to the NEC Woman. This file should include paperwork from your year as well as the previous two (2) years.
- 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

## **COMMUNITY SERVICE AWARDS**

### **Department of Ohio**

As the Department Community Service Officer, you must be familiar with all Awards available to the Local Auxiliaries. You will verify with the Department Secretary that those Auxiliaries sending both Service Reports and/or applying for Department Awards have paid their Combo Donations, which must be paid to be eligible for awards. *NOTE: An Auxiliary can apply and qualify for National Awards without meeting the AMVETS Ladies Auxiliary Department of Ohio requirement for Combo Donations.*

- Local Auxiliaries must have submitted both their Mid-Year and Annual Service Reports by the established deadlines to be eligible for Department Awards.
- The deadline for all Award Applications and Final Service Reports to be received by the Department Community Service Officer is May 1 of each year.
- The Department Honors and Awards Chairperson will establish the date by which Department Officers must have their list of award winners to her.
- The Community Service Chairman shall select three (3) reports from those Auxiliaries that have membership of 150 or less, and three (3) reports from those Auxiliaries that have membership of 150 or more. They are then sent to the Greenest Cavalier for selection of Department winners. The Greenest Cavalier will set the date for submission.
- The PDP Awards are judged by the PDP sponsoring the awards and are judged from the reports sent to the Greenest.
- For each Department of Ohio Award there is a plaque which is given to the winner and a Certificate given to the second-place winner. You must give the names of your winners to the Department Honors & Awards Chairperson by a deadline which she establishes. She orders the plaques.
- You prepare a Certificate (which you will receive from the Honors & Awards Chairperson) for each youth listed on the Youth Service Reports. These

Certificates are given to the Auxiliary where the youth performed their work for distribution. These are handed out at the same time as your Auxiliary Awards.

### **Award List for Department of Ohio Community Service:**

- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Community Service Program with a membership of 150 or more.
- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Community Service Program with a membership of 150 or less.
- PDP Fran Ganda Community Service Award to the Ladies Auxiliary with the Most Outstanding Community Service Project.

### **NATIONAL AWARDS:**

National awards must be applied for, and the entry forms are provided in the Convention Digest, which is published by the annual Mid-Year NEC and mailed to Local Auxiliaries and Departments. It is IMPORTANT that all instructions be followed. Entries not conforming to specifications can be disqualified. The winners will be announced during the Awards Ceremony at National Convention.

### **Award List for National Community Service:**

- PNP Lynda Taylor Award to the Department doing the most outstanding work in Community Service.
- PNP Linda McGuff Aultman presented to the Local Auxiliary doing the most outstanding work in Community Service.
- Blood Donor Certificate presented to Local Auxiliary for most participating in a blood drive anytime during the year.
- Blood Donor Award to the Local Auxiliary for most participation in sponsored Blood Drive.
- Blood Donor Pin to a Member's first time donation of 8 pints (1 gallon) of blood
- PAWS With A Cause founders award to the Department that donates the most amount of money to PAWS annually. Donations must be submitted through the Department to National Headquarters to be eligible for this award.
- PAWS With A Cause Certificates are at the discretion of the program.

*Revised 02/2024: Debbie Pittock & DMSmathers*