



PROCEDURE OF OFFICE DEPARTMENT OF OHIO SECOND VICE PRESIDENT

The Second Vice President of the Department of Ohio shall serve as Chairman of the Child Welfare Service Program. In the absence or disability of the President and First 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 Second 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 Child Welfare Officer should read and become familiar with all sections of the Child Welfare 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, assistance and guidance to local auxiliaries for their Child Welfare projects and completing their bi-annual service reports.
- The Child Welfare Officer should use all forms of communication to promote both their individual project and John Tracy Center. John Tracy Center is the designated National AMVETS Ladies Auxiliary Child Welfare project. April is John Tracy Center month.

- The Department Child Welfare Officer 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 Conferences/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 Child Welfare 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 Child Welfare Chairman will read the Code of Ethics.
- 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 Second 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 Second Vice 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 Child Welfare projects and National Child Welfare projects. These may be passed out by the Sgt at Arms at Conferences and/or Convention.
- The Department Child Welfare Officer is responsible for correcting and recording Service Reports submitted by the Local Auxiliary Child Welfare Officers twice a

year: First Report is due postmarked/mailed by November 1st and an Annual Report postmarked/mailed by May 1st.

- If a Local Report is incorrect, it is your responsibility to contact the Local Child Welfare Officer and explain to her what was not correct. You should retype that report and then send a cover letter to the Local Child Welfare 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.
- The Department Child Welfare 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 Child Welfare Service Reports 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 Child Welfare Officer's Report for the Convention Book.
- As the Department Child Welfare Officer, you are required to pass on to the incoming Department Child Welfare 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

CHILD WELFARE AWARDS Department of Ohio

As the Department Child Welfare 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 Child Welfare Officer is May 1st 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 Child Welfare 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 Child Welfare:

- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Child Welfare Program with a membership of 150 or more.
- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Child Welfare Program with a membership of 150 or less.
- PDP Barbara Valley Child Welfare Award to the Ladies Auxiliary with the most Creative Single Welfare Project with less than 150 members.
- PDP Theresa Servitelli Award to the Ladies Auxiliary for the Most Creative Single Child Welfare Project with a membership of 150 or more.

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 Child Welfare:

- PNP Kathy Berning Award- Department doing the most outstanding work in Child Welfare
- PNP Leslie Wunderly Award – Local Auxiliary doing the most outstanding service in their community, benefiting children 18 years of age and younger.
- PNP Delia Kreiling-Reilly Award- Local Auxiliary for the most imaginative, interesting, and rewarding program for the benefit of John Tracy Center.
- John Tracy Certificates – At the discretion of the program.

Revised 06/2024: Joy Brown & DMSmathers