



AMVETS Ladies Auxiliary  
Ohio Department

**PROCEDURE OF OFFICE NATIONAL EXECUTIVE  
COMMITTEE WOMAN (NEC)**

The National Executive Committee Woman shall be a PDP and the Department of Ohio's delegate to the National Convention, and all other meetings of the NEC, and shall have one (1) vote. The National Executive Committee meets prior to the opening of the National Convention, and following adjournment of the National Convention, Post SEC, and at the Spring NEC. Special meetings maybe called by the National President upon written notice of not less than forty-five (45) days.

1. The NEC Woman acts as the Department's Liaison between the Department and the National Department.  
The NEC woman shall receive all Service Report forms from the Department Service Officers, along with the statistical reports, and the youth report with names and Auxiliaries, after they make sure they are correct and on proper forms. She will then forward them to the proper National Program Chairman with copies to the National President, Parliamentarian, Department President and Parliamentarian. These can be emailed or mailed. The deadline for her report is December 1<sup>st</sup> and June 1<sup>st</sup>. She shall make copies for the PRO for the President's scrapbook.
2. When representing her Department at meetings of the National Executive Committee she shall present a report encompassing the activities they have completed and the condition and needs of the Department. She shall report any/all recommendations from the Department. She shall also announce any candidates for National Office from Ohio.
3. The NEC woman shall file a written report for the Spring NEC book, the National Convention book with National Headquarters with copies to the National President, Parliamentarian, Department President and Parliamentarian. Copies of these reports should be sent to Department Secretary to be incorporated into Department books for meetings along **with** a written report from National Convention and Spring SEC meetings to keep

- the Department members appraised of what she is reporting. Send copy of report for State books to National.
4. The office of NEC Woman is elected in even years for a two (2) year term. The outgoing NEC Woman shall file a written report for the National Convention book. The newly elected NEC Woman shall represent the Ohio Department at the convention immediately following her election and installation.
  5. In the event the NEC Woman accepts an elected or appointed National Office, she shall resign her office as NEC Woman.
  6. All correspondence emanating from the Department, all National correspondence into the Department shall be copied to the NEC Woman and Department President.
  7. The Department in their approved annual budget shall cover expenses of the NEC Woman per Standing Rules.
  8. The NEC Woman shall assist in making arrangements for the visitation of the National President. Ask the newly elected Department President when she would like her to visit and pick three dates. This form is then turned in to Carol King at the National Convention. Picking her up from the airport, hotel room,(work with secretary and AMVETS for hotel room). The National President should be escorted at all times unless she asks for privacy or wants to go alone. Keep receipts for her meals to turn into Treasurer. The NEC woman is to purchase a gift from the Department, at their expense, to be presented to her on the floor. She should make the National Committee appointments and send to National. She should try to make these appointments based on who will be going to the National Convention the following year.
  9. In the absence, removal from office or resignation of the NEC Woman the Department President should assume the duties of the NEC woman or in the event she cannot she may appoint someone to the position.
  10. The NEC Woman is responsible for circulating the Patron's Page on the floor at Department Convention @\$1.00 per signature. The monies collected are turned over to treasurer who deposits the funds to our treasury and gives the check to the NEC Woman who types the names and mails them to National Headquarters prior to July 1<sup>st</sup> so they will be in the National Convention book. The original pages are kept on file with the NEC Woman. A reminder to the Greenest Gavelier to list deceased PDP's with the funds to come from the Gaveliers funds.
  11. The reports from the service officers that are sent to her should be copies and given to the department for her scrapbook.

The NEC Woman must always remember you are representing AMVETS Ladies Auxiliary Ohio Department and must vote as they direct you. You must never try to sway a vote a delegate has their own vote. You may be asked to do this, DO NOT!!!!

**Revised 1-11-**

**2024**

**LM**