



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

The First Vice President of the Department of Ohio shall serve as Chairman of the Membership Program. In the absence or disability of the President, the First Vice President 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 First Vice President, you shall be prepared to announce your theme 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 and Chairman's award listed for the President, Parliamentarian and Secretary.

### **Duties of Office:**

- The Department 1<sup>st</sup> Vice President should read and become familiar with all sections of the 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.
- Familiarize yourself with the different membership types (annual, renew, honorary, life etc.) and the amounts charged for each.
- Offer suggestions and guidance to local auxiliaries for their membership efforts/projects.
- The First 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. All of your Conferences/Convention Reports, as well as your letters for the Bulletins must be first sent to the President and Parliamentarian for review and comment. Once the President approves your reports, she will forward it to the Department Secretary.
- The Department Membership 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 and Parliamentarian and Department Secretary at the Friday Officers' Meeting. The Department Secretary will include membership totals for Conferences/Convention Books. It is important to remind the membership in your Floor Report at Fall Conference that - All membership MUST be sent to the Executive Secretary by (MM/DD/YYYY). The Executive Secretary will provide the date to communicate.
- At Conferences and Convention, the Membership Service Chairman will read the Preamble.
- The Department Parliamentarian shall be contacted by letter, email or phone call of all Auxiliaries that become inactive.
- Review membership reports provided by the Department Secretary to offer assistance to any Auxiliary that has not submitted membership.
- Any monies received should be given to the Department of Ohio Treasurer for recording and tracking of funds.
- Work with the Treasurer to have your name placed on ALL Department bank accounts.
- As the Department Membership Officer, you are required to pass on to the incoming Department Membership Officer an updated Procedure of Office, if changes are needed. Before State Convention it should be sent to the 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. This file should include paperwork from your year as well as the previous two (2) years.
- The Department First Vice President shall be sent to the National Leadership Retreat each year when offered, with registration paid, plus coach airfare or mileage from destination to destination. Mileage is calculated at Fifty cents (\$0.50) per mile, mileage not to exceed airfare, whichever is less. One (1) piece of luggage shall be added not to exceed any weight overage charge. Receipts must be provided at the next Department meeting.
- You are responsible for purchasing a gift for the Department President to be presented at the Department Convention. You should prepare a short request asking for \$X.XX for this and give each officer in an envelope to be returned to you at your earliest convenience.
- 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

## **MEMBERSHIP AWARDS**

### **Department of Ohio**

As the Department Membership Officer, you must be familiar with all Awards available to the Local Auxiliaries. Cut off for membership awards are May 1<sup>st</sup>, except 100% plus gain which is December 31<sup>st</sup>. The Executive Secretary can print off the reports for all membership awards. Ask her to send you the printout for the 100% query the first week of January. All other awards can be printed off after May 1<sup>st</sup>.

## **Department Membership Pins**

Review the supply of individual membership pins and order through the Quartermaster if more are needed. (Green and White pins).

- Green pin to Auxiliary members signing up 10 new, renew or combined members.
- White pin to Auxiliary members signing up 11 or more new, renew or combined members.

## **Award List for Department of Ohio Membership Plaques Awarded**

- Department of Ohio Award PDP Betty Welsh Memorial Award Class A, for the Auxiliary with total membership (150-224) signing up the most new members.
- Department of Ohio Award PDP Lynn Hurtt Barbarotta Award Class B, for the Auxiliary with total membership (100-149) signing up the most new members.
- Department of Ohio Award PDP Marlene Morris Class C, for the Auxiliary with the total membership (45-99) signing up the most new members.
- Department of Ohio Award PDP Lynn McCauley Class D, for the Auxiliary with the total membership (225 and over) signing up the most new members.
- Department of Ohio Award PDP Linda Clark Class E, for the Auxiliary with the total membership (10-44) signing up the most new members.

## **CERTIFICATES**

- The Department of Ohio Award for the Ladies Auxiliary(ies) having 100% renewal and gain in membership.
- The Department of Ohio Award for the Ladies Auxiliary(ies) having the greatest percentage of increase in membership.
- The Department of Ohio Award for the member(s) signing up the most new members.

## **NATIONAL AWARDS**

### **Award List for National Membership Program for Departments:**

- Largest numerical gain in membership by May 31<sup>st</sup>
- Largest percentage of gain in membership by May 31<sup>st</sup>
- Largest percentage of renewals by December 31<sup>st</sup>

- Department organizing the most new Auxiliaries by May 31<sup>st</sup> (In the event of a tie, the Department with the largest total of the most new members in the new Auxiliaries would be the winner).
- Monetary award given to the Departments with the highest percentage of renewals (by December 31<sup>st</sup>) for the following classes:
  - Class A 30-350 members;
  - Class B 351-700 members;
  - Class C 701-2,500 members;
  - Class D 2,501 and above members.
- Monetary award given to the Department with the highest percentage of annual (new and Renewals) by December 31<sup>st</sup>.

#### **Awards List for National Membership Program for Locals:**

- Certificate of Merit to the Three (3) Largest Auxiliaries by May 31

#### **Awards List for National Membership Program for Individual Members:**

An application form is required for Awards for Individual Members. Application forms must be received by June 1<sup>st</sup>. Check the Convention Digest for deadlines and details. If you do not enter, you cannot receive your award.

- Crystal Pin – Signing up 41 or more new members
- Gold Pin – Signing up 26 to 40 new members
- Garnet Pin – Signing up 11 to 25 new members
- Emerald Pin – Signing up 10 or more new members

*Revised 06/2024: DMSmathers*



## **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/emailed by November 1<sup>st</sup> and an Annual Report postmarked/emailed by May 1<sup>st</sup>.

- 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 1<sup>st</sup> 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*



## **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*



## **PROCEDURE OF OFFICE DEPARTMENT OF OHIO AMERICANISM OFFICER**

The Americanism Officer of the Department of Ohio shall serve as Chairman of the Americanism Program.

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

- At the Post SEC following the Department Convention which you are elected Americanism Chairman, 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 Americanism Officer should read and become familiar with all sections of the Americanism 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 Americanism projects and completing their bi-annual service reports.
- The Americanism Officer should use all forms of communication to promote both their individual project and Spirit of America Youth Leadership Conference (formerly known as Freedoms Foundation). Spirit of America Youth Leadership Conference is the designated National AMVETS Ladies Auxiliary Americanism project.
- She shall attend the following meetings: Department Executive Board, Department Officers Meeting. 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 Americanism 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 Americanism Officer will read the definition of Americanism.
- 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 Americanism Officer 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 Americanism Officer 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 Americanism projects and National Americanism projects. These may be passed out by the Sgt at Arms at Conferences and/or Convention.
- The Department Americanism Officer is responsible for correcting and recording Service Reports submitted by the Local Auxiliary Americanism Officers twice a year: First Report is due postmarked/emailed by November 1<sup>st</sup> and an Annual Report is due postmarked/emailed by May 1<sup>st</sup>.

- If a Local Report is incorrect, it is your responsibility to contact the Local Americanism Officer and explain to her what was not correct. You should retype that report and then send a cover letter to the Local Americanism Officer explaining the changes you made and why they were made. Include a copy of the original and corrected Service Report Form so that Local Officer can see what she did incorrectly.
- The Department Americanism 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 Americanism Service 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 Americanism Officer's Report for the Convention Book.
- As the Department Americanism Officer, you are required to pass on to the incoming Department Americanism 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.
- During Conferences and Convention, donations will be made towards \$25.00 drawings (previously savings bonds). The Americanism Officer is responsible for counting the funds and overseeing the drawings for the winners. Drawings will be held at the end of the second day.
- Held in October, the current or immediate Past Department Americanism Officer shall attend Founding Forward (formerly known as Freedoms Foundation). See AMVETS Ladies Auxiliary Department of Ohio Standing Rules for trip reimbursement amounts.

- The Americanism Officer shall promote the AMVETS and AMVETS Ladies Auxiliary Americanism Poster/Essay/Flag Contest. See Americanism Poster/Essay/Flag contest information below.
- 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

### **AMERICANISM AWARDS**

#### **Department of Ohio**

As the Department Americanism 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 Americanism 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 Americanism 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 Americanism:**

- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Americanism Program with a membership of 150 or more.
- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Americanism Program with a membership of 150 or less.
- PDP Molly D. Eusey Award to the member showing the Most Outstanding work in Americanism (Sponsored by Fran Ganda).
- PDP Lillian Jackson SOS (Serving Our Service People) Award to the Auxiliary with the Most Outstanding SOS Program.

### **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 Americanism Program:**

- PNP Heidi Dineen-Serpi Award- Department doing the most outstanding work in Americanism.
- PNP Patty Piening Award- Local Auxiliary doing the most outstanding service in Americanism.
- Awards for Individual Members- For the member doing the most outstanding work in Americanism.
- Freedom Foundation Certificates - At the discretion of the program.

### **Americanism Poster/Essay/Flag Contest**

The Americanism Flag Coloring contest is for Kindergarten and First grade students; the Poster contest is for Second, Third, Fourth and Fifth graders and the Essay contest is for Sixth through Twelfth grades. First place entries are sent to District, if the District is not conducting a program the entries are sent to Department. Entries must be submitted to AMVETS using the official entry form. Only Departments may submit winners to AMVETS National Headquarters by the July 1 deadline.

### **Spirit of America Youth Leadership Conference Scholarship**

The second-place winner of the 9<sup>th</sup> grade Americanism Essay contest is sent to the Spirit of America Youth Leadership Conference in November by the Ladies Auxiliary Department of Ohio.

The Americanism Officer shall contact the 9<sup>th</sup> grade second-place winner in June regarding the trip to Spirit of America Youth Leadership Conference in Valley Forge Pennsylvania. If the second place winner is unable to attend, then the seminar is offered to the next placed winner. Please note that the First-place winner is sent by AMVETS Department of Ohio.

As soon as the winner sends you confirmation of his/her intention to attend the seminar, contact the National AMVETS Program Director with the name, address and phone number of the winner. At that time, you should confirm the amount of the check and where it should be sent to.

*Revised 06/2024:DMSmathers*



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO CHAPLAIN

The Chaplain shall offer prayer at all meetings – including Joint Meetings and the Memorial Service held at June Convention. You may also be asked to do a prayer at the Testimonial and Convention banquets, so it is beneficial to carry an opening and closing prayer, a “grace” and benediction with you at ALL times.

- As the Spiritual Leader, you should familiarize yourself with the Rituals of our Organization.
- You will need to set up the Alter before each Meeting at Conference and Convention by placing the white cloth, the Bible and the Alter Flowers. You will need to purchase Alter Flowers (to be raffled off for Scholarship, be sure there are always raffle tickets available).
- You also have the black crepe (for draping the Charter) and the candles and candle holders. You are responsible to bring all with you.
- You will be sent deceased member notifications – you are to send (email) a copy to the National Chaplain and National Headquarters as well as to the Department Secretary. If they are received in a timely manner (less than 30 days) you should send a condolence card unless the Department President asks for a card to be sent outside of the 30 day window.
- Upon notification, you should send cards to Auxiliary members who are ill, in need of cheering up or other instances as they arise.
- The Chaplain shall send flowers in an amount up to Seventy-Five Dollars (\$75.00) to a Department Officer (elected or appointed) when she is hospitalized or admitted for outpatient procedures once a year. In the event of additional medical care, a card shall be sent.
- In the event of the death of a current Department Officer, Standing Committee Chairwoman, Past Department President or their spouse, flowers not to exceed One-Hundred Dollars (\$100.00) including delivery will be sent. If the family of the deceased desires, or if the Chaplain determines it is more appropriate, a monetary gift memoriam will be sent in lieu of flowers.

- A card will be sent upon the death of a child or a parent of a current Department Officer, Standing Committee Chairwoman or Past Department President.
- A complete list of Deceased Members names and Auxiliary Numbers shall be sent by May 10<sup>th</sup> prior to June Convention to AMVETS Department of Ohio Executive Directors Office for publication in the Memorial Service Book to allow members to be honored during the Joint Memorial Service at Department Convention. The list must have Auxiliaries in numerical order with the names under.
- You are required to tabulate the Service Reports sent to you for each reporting period on the Department Service Report form and send a copy to the President, Parliamentarian and Executive Secretary.
- A copy of all Deceased Notifications, Service Reports and other paperwork should be kept in a file for a period of three (3) years.
- Reimbursement of expenses will be given at Conferences/Convention with receipts attached to your voucher filled out at the Officers Meeting.
- 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

*Revised 02/2024 SLeggett*



## **PROCEDURE OF OFFICE DEPARTMENT OF OHIO CONFERENCE / CONVENTION CHAIR**

The Conference/Convention Chair is responsible for the Department mailings and notice for the Conference/Convention book. The Executive Secretary will notify you of the deadlines for each. Please email a copy to the President, 1<sup>st</sup> Vice President and Parliamentarian for approval in Word format. Be sure to ask the assigned Auxiliaries for the \$25.00, early bird and raffle prizes, and make sure you remind all Auxiliaries that their delegates **MUST** show their membership cards – **NO EXCEPTIONS**. The hours for the registration desk to be open will be set by the President's Agenda. Make sure there are enough tables for registration and for the Ways and Means person for the raffles.

This is an appointed position made by the elected President. You will receive your room, three (3) nights if funds are available, and you have met the criteria according to the Department Standing Rules.

The Executive Secretary will send you the list of pre-registrations and you will be given a list of the Auxiliaries marked as to whether or not they are in good standing. Auxiliaries that have registered but **ARE NOT** in good standing, must be registered as guests. If there are any questions, contact the Executive Secretary.

Department Officers, PDPs, and District Officers **DO** need to fill out a delegate slip and submit it to the Executive Secretary. The Conference/Convention Chair is to fill out a delegate slip for visiting National Officers and guests. Visiting National Officers and visiting guests and PDPs do not have to pay registration. Checks for registration are to be payable to: **AMVETS LADIES AUXILIARY, OHIO DEPARTMENT**.

The Conference/Convention Chair is responsible for the printing of the name tags, which should show:

- Person's name
- Auxiliary number
- Delegate, Alternate or Guest

Department Officers' name tags should show:

- Person's name
- Auxiliary number
- State Office held.

**\*\*\*REQUIREMENT\*\*\*** ALL preregistration name tags are to be printed **BEFORE** arrival at the hotel. This is to prevent delays at the registration desk and to improve efficiency.

If any attendee is a "first time" Delegate, a "First Time" Ribbon will be applied to the bottom of their name tag. At Department Convention, all name tags shall have a Delegate ribbon placed on the bottom of the tag. Notify the Executive Secretary when these supplies need to be re-ordered.

It is suggested to have an assistant at the registration table to assist with name tags and passing out the Conference/Convention books. The Chair and assistant are responsible for having ALL delegates, Officers and guests sign a registration notebook when receiving their name tags at Fall and Mid-Winter Conferences. At Department Convention, the Credential book will be updated for number of delegates each Auxiliary is allowed prior to any elections or votes.

Any questions or requests at either function are directed to the Chair. The Chair is to attend the Officer's Meeting, to give a report as well as to pass out name tags and books.

At all Conferences/Conventions, the Chair calls the sessions to order and welcomes delegates and guests. At Fall and Mid-Winter Conference, the Officers are introduced (see example), introducing the President last. If a visiting National Officer or guests are present, the President will do the introductions. At Department Convention, the Officers are escorted in, with a visiting National President being introduced before the President. The Chair then turns the gavel over to the Department President, who calls the meeting to order.

The first Credential report is given Saturday at the first business session. Check with the President to see if she just wants the totals thus far – to include pre-registration, registration on Friday and Saturday morning. Prepare 4 copies: (1) President, (2) Parliamentarian, (3) Executive Secretary and (4) yourself.

The second Credential report is given at the Sunday morning business session. Be prepared to give a complete report, especially at Convention when voting and elections occur (coordinate with the President and Parliamentarian).

A financial report is to be given, including preregistration (Secretary will give you the total of preregistration), on-site registration, as well as totals of each raffle from the Ways and Means Chair. Monies are then given to the Executive Secretary. Prepare 5 copies: (1) President, (2) Parliamentarian, (3) Executive Secretary, (4) Treasurer and (5)

yourself. Retain all registration slips, as well as copies of all Credential reports and Financial reports for one (1) year.

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

The \$25.00 gift raffle and Ways and Means raffle tickets will be sold Friday, Saturday and until registration closes Sunday morning. Remind the responsible Auxiliaries to place their Auxiliary number and mark which raffle the gift is for on the gift for identification purposes. Thank them after the financial report and remind the Auxiliaries who will be responsible at the next Conference or Convention. The rotation of the Auxiliaries responsible for the raffles will remain the same each year and is listed below:

- Fall Conference: Auxiliaries 4, 26, 27, 31, 40, 43, 45, 51, 95, 102, 104, 109, 112, 124, 176, 290, 777, 1312, 1928, 1971, 1979, 1985, 2000 and 2256.
- Mid-Winter Conference: Auxiliaries 12, 24, 25, 36, 37, 66, 71, 88, 96, 99, 120, 121, 148, 149, 444, 464, 726, 1338, 1789, 1969, 1983, 1986, 1988 and 2003.
- June Convention: Auxiliaries 17, 21, 22, 32, 39, 47, 48, 53, 54, 55, 59, 61, 69, 84, 87, 89, 93, 162, 222, 333, 698, 711, 1776, 1991 and 1994.

#### **SUGGESTIONS:**

1. Be prepared 15 minutes prior to the President's agenda
2. Have a back-up black and color cartridge for the printer at all times
3. Have extra copy paper

## WELCOME TO FALL / MID-WINTER CONFERENCE

- Welcome
- Introduce Department Officers:
  - PDPs in chronological order and with their current offices
  - Junior AMVETS Coordinator
  - Sergeant At Arms
  - PRO/Historian
  - Chaplain/Scholarship
  - Treasurer
  - Americanism
  - 3<sup>rd</sup> Vice President
  - 2<sup>nd</sup> Vice President
  - 1<sup>st</sup> Vice President
  - Please stand and recognize your Department President

## JUNE CONVENTION

- Line up all Officers in the hallway according to the following order PRIOR to the start time of the President's agenda
- Welcome
- Please stand and recognize your Department Officers as they are introduced:
  - PDPs in chronological order and with their current offices
  - Junior AMVETS Coordinator
  - Sergeant At Arms
  - PRO/Historian
  - Chaplain/Scholarship
  - Treasurer
  - Americanism
  - 3<sup>rd</sup> Vice President
  - 2<sup>nd</sup> Vice President
  - 1<sup>st</sup> Vice President
  - \*\*\**National President if present*
  - President
- Turn gavel over to the President

## ELECTION PROCEDURE:

The Credentials Chair and the Sergeant-At-Arms need to work together, as a team, to ensure a smooth, seamless election occurs without room for any questions regarding the validity of the votes. Each of these two Officers should read, understand and know this procedure, all steps.

### Sergeant-At-Arms, in preparing for elections:

- Lock the meeting room doors at the Order of the President and do not allow anyone in or out of the meeting room during the entire time the elections are occurring.
- Place one (1) table number card face down on each table.

### Credentials Chair:

- Go to the podium microphone with the most recent and accurate Credentials Report in hand.
- Ask all Officers and Delegates to go to the tables on the floor, with all members of the same Auxiliary sitting together at a table. There can be multiple Auxiliaries represented at a single table as long as ALL members from each Auxiliary are AT THAT TABLE.
- Ask all Guests to remove themselves from the floor tables so as to not be confused with Delegates.
- The Guests can be utilized as Clerks and a Judge, if needed during the elections.

### Verifying Voting Strength:

- As the Credentials Chair calls Auxiliary numbers from the Credentials Report, the Sergeant-At-Arms will go to the table where that Auxiliary is seated.
- The Credentials Chair will then read the numbers she has on the Credentials Report for that specific Auxiliary.
- ALL members of the Auxiliary number called will stand up and count off, beginning with 1. As each member counts off, they will be seated. Once all members of that specific Auxiliary have orally counted off, the Sergeant-At-Arms will verify the number of members that counted off.
- The Credentials Chair will accordingly update her Credentials Report as the numbers are verified by the Sergeant-At-Arms.
- Once all Auxiliaries have been called and ALL Delegates have counted off, the Credentials Chair will re-total the Credentials Report and give the numbers for:
  - Total Voting Strength
  - Majority
  - 2/3 Total

### Voting:

- Each table is to be instructed to choose a Table Captain who will use the Table Number provided by the Sergeant-At-Arms when reporting votes, if needed.
- As the President announces the nominees for each office, IF there are multiple nominees for an office:
  - Each person at the table writes their choice for the office on a piece of paper and gives it to the Table Captain
  - The Table Captain totals the votes for each nominee from the papers she is provided
  - The Table Captain then goes to the floor microphone and announces:

- Table Number she represents
  - The number of votes for each nominee
  - Once back to the table, the Captain then destroys the written votes
- During this process, the Clerks and Judge keep track of the votes as they are announced by each Table Captain
- The Judge then informs the President of who received the most votes from the Delegates
- The President will announce the winner
- This process continues for each office, as needed, until all Department Officers for the following year have been duly and fairly elected.

After the election of the new President, if she has family members that want to come in to bring flowers or to congratulate her, the Sergeant-At-Arms may have them enter the floor during the election.

*Revised – 06/2024 (JLMT)*



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO DISTRICT PRESIDENT

- The District President should read and become familiar with all sections of the District President'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.
- When working with Local Auxiliaries, you should consult their Standing Rules.
- Rules of Protocol in reference to Department Meetings should be used at any visit or meeting.
- The Department President sets deadlines for Fall Conference, Mid-Winter Conference and Department Convention Book Reports. You are required to have a Report for the Conferences and Convention books. All of your Conferences/Convention Reports 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 District President should be involved in Local Auxiliary problems ONLY when directed to by the Department President. If problems are presented to her, she shall listen ONLY and immediately report back to the President with a copy to the Parliamentarian and Department 1<sup>st</sup> Vice. Local Auxiliary issues and/or personal member disputes are to be appealed directly to the Department level.
- As a District President, your primary responsibility will be to work with the Local Auxiliaries, building communication among area Auxiliaries and with the Department Officers. This will include training, building bridges from Locals to the Department, and acting as a Liaison for your District to Department.
- As a Department Officer, you should always remember to be willing to work with all the Local Auxiliaries, with the demeanor and attitude reflective of your office. Past Department Presidents (PDP's) are in all the Ohio Districts. Use them as a sounding board and resource.

- The Department of Ohio By-Laws require you to be in full uniform when giving a report on the Department floor at all Conferences and Convention.
- District President is encouraged to visit all the Local Auxiliaries in her district that have chosen to be part of the Ladies District Auxiliary, not to exclude Locals that have opted out, if invited to visit.
- Before going to any Auxiliary, a courtesy phone call is to be made to the Local President and ask to visit that Auxiliary. As each Auxiliary has a right to refuse your visit.
- Taking only one (1) other person with you at the time of the visit is appropriate.
- District meetings will coincide with your District AMVETS meeting.
- All Districts are required to send a Revalidation Form (use Local from) and 990 to the Department following May elections.
- District Presidents may install Local Auxiliary officers, but only in the year she is District President.
- District Officer elections should coincide with your AMVETS District elections. First round nominations to be made the meeting prior to elections. Officers to be sworn in by an Auxiliary Department Officer or PDP.
- 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

*Revised 02/2024 - DMSmathers*



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO - GREENEST GAVELIER

The Greenest Gavelier performs duties traditional to the President, Secretary, Treasurer, Chaplain, and PRO.

- As keeper of the Gavelier funds, it is your responsibility to open a separate bank account for these funds. After the Department Convention, the outgoing Greenest will finalize the books and send you a final finance report along with a check with all Gavelier funds. At each meeting, you will need to provide a detailed finance report along with minutes from the previous meeting.
- The Gaveliers meet for a luncheon at each of the Department Ladies Auxiliary Meetings at a time announced by you. It is your job to see that arrangements are made with the hotel restaurant for this luncheon. Rule of thumb is 11:30 AM for the luncheon, giving enough time to eat and socialize. The current Department President is always invited, as well as the National President, if she is attending our meeting.
- Dues of \$10.00 are payable each year by each PDP. Dues can be collected at a luncheon, but all PDPs must be notified by mail, as they do not attend regularly. Some PDPs still pay their dues even though they no longer attend meetings.
- Upon the death of a PDP or her immediate family member (children, parents, or spouse) flowers or a memorial item in the amount of \$100.00 and a card will be sent. *Notify the PDPs* by email or a phone call. Another way would be to notify the PDP immediately preceding you and she should then notify the PDP preceding her and so on up the line. Also notify the Department President, Chaplain, and Secretary. As a courtesy, if a Commander or spouse dies, we send flowers and a card in the Gaveliers' name. In illness, we send a card and notify as above.
- We send flowers to any PDP that is hospitalized or has out-patient procedures up to \$100.00 to include any fees. Same notification procedures are followed as above. *Flowers are only sent once a year* to a PDP, but we always send her a card each time she is hospitalized, having more than one out-patient procedure or is ill.

- The Gaveliers judge Department awards. At Mid-Winter Conference provide the Service Officers with a deadline by which they must submit their top three reports from auxiliaries with more than 150 members and top three reports from auxiliaries with less than 150 members. They are to mail or email those reports to you by the deadline date. You will also need to schedule a date and time for judging. You may want to use the same deadline as the NEC for Officers to submit reports to you. Judging should be done very soon after that so that results (NOT Auxiliary numbers) may be provided to the Honors and Awards Chair. You simply inform the Honors and Awards Chair which awards need to be ordered – nothing else. Be sure to check with Madam President for permission to use Headquarters on a Saturday for the judging. You will need to send an email to all PDPs informing them of when and where the judging will take place. Lunch is provided to those attending the judging.
- Judging of the awards is done as follows: Each of the Gaveliers will read each report of all the Service Officers and then score them on a scale of 1 to 5 with 5 being the best. Make sure you have pads of paper and pencils. Each PDP will then record the votes under the Auxiliary number, initial the report and pass it on. Each PDP should keep their scores on their pad of paper. Reports will be judged for quality, imagination, uniqueness and not just on numbers. After all PDPs have judged the reports, the Greenest will tally the points and the ones with the highest totals are the winners.
- After the Department awards are decided, you need to narrow the number of reports from each service officer from six (3 over 150 and 3 under 150) to two. This can be done by using the same scores as used in judging or by reaching consensus with those present. You will then need to make copies of the top reports from each service officer and bring them to convention for judging of the Gaveliers award. **This must be kept a secret, as it is to be a surprise.** Make sure you remind all PDPs of this. When ordering the plaque for the Auxiliary of the Year the size must be no smaller than 9 x 13 as the gavel is to be large (not the small size).
- The Gaveliers Award for Most Outstanding Auxiliary of the Year is presented by the Greenest at the Department Convention Banquet, if this is workable with the Executive Director. Be sure to check with him. If it is not possible then it must be awarded on the Auxiliary Floor at the Sunday meeting. Be sure to clear that with Madam President so she can place it on her agenda. Judging for this award is done at Department Convention by all PDPs present.
- The AMVETS Executive Director assigns a room in the evening on Friday for the judging or it could be done at the PDP Luncheon if time permits. Check with our Executive Secretary to see if she has the schedule from the AMVETS Executive Director so you can inform the PDPs of the time and room. The trophy/plaque is

purchased by the Honors and Awards Chairman and paid for out of the Gaveliers fund. Touch base with the Honors and Awards Chairman to be sure that she orders the trophy/plaque with the other awards.

- “The Mary Stanton Award for the most outstanding Auxiliary Member of the Year”. This award is purchased by the Gaveliers in the amount of up to \$125.00. This award is judged by former recipients of this award.
- The Greenest will purchase a gift in the amount of up to \$50.00 to be presented to the outgoing President on Sunday at Department Convention. We order a sweater/jacket from Blair and have it monogrammed. We choose a white one and have it monogrammed in red. You will invite all PDPs in attendance to join you at the podium for the presentation. We, as a group, are always available to assist the President in any way she requests.
- Each year, give the NEC Woman or Department Secretary a complete list of all Ohio deceased Past Department Presidents in memory for the Patrons Page at a cost of \$1.00 per deceased PDP. This money comes from the Gaveliers fund.
- You, as the Greenest, at Fall Conference, Mid-Winter Conference and Department Convention, it is your responsibility to sell 100 - \$5.00 tickets. These tickets are 3-digit tickets and the winner is determined by the 3-digit Ohio Lottery number on Saturday evening (straight not boxed). The winner receives \$300.00 and the Gaveliers receive \$200.00.
- Before handing over any of the Gaveliers materials to the new Greenest, please take the time to update the list of Past Department Presidents. It is also nice to do updates and changes throughout the year. The Gaveliers pay for all PDP’s who attend the luncheons including the President and National President if she is visiting. This was voted on at the February 2021 Mid-Winter Conference and passed.
- 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

*Revised 02/2024 Kay Gibbons, PDP - Greenest Gavelier*



## **PROCEDURE OF OFFICE DEPARTMENT OF HOSPITAL OFFICER**

The Hospital Officer of the Department of Ohio shall serve as Chairman of the Hospital Program. The VAVS and OVH Representatives will report to the Hospital Officer.

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

- At the Post SEC following the Department Convention which you are elected Hospital Officer, 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 Hospital Officer should read and become familiar with all sections of the Hospital 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.
- At Fall Conference, Mid-Winter Conference and Department Convention you are to make a Motion asking for the VAVS and OVH Representatives to receive the Department funds allocated for their facilities.

At Fall Conference each Representative receives One Thousand Three Hundred Dollars (\$1,300.00): One Thousand (\$1,000.00) which is allocated from Department, plus an additional Three Hundred Dollars (\$300.00) for their Christmas Party, if funds are available.

At Mid-Winter Conference each Representative receives One Thousand Three Hundred Dollars (\$1,300.00): One Thousand (\$1,000.00) which is allocated from Department, plus an additional Three Hundred Dollars (\$300.00) for Because We Care Day, if funds are available.

At Department Convention each Representative receives One Thousand Dollars (\$1,000.00) which is allocated from Department, if funds are available.

- Department Hospital funds are to be spent for activities at a VA Facility and OVH only. Funds can never be used for volunteer mileage or any other personal expenses.
- At Fall Conference, should you be required or you choose to prepare folders for Local Auxiliaries, below are the items which need to be included:
  - Letter from you listing your theme, project, Chairman's Award
  - Local Hospital Officers' responsibilities and ways to help them with their programs
  - Any other information you feel pertinent to the Hospital Program
  - Blank copies of Service Reports (Local Auxiliary and Youth forms)
  - List of all Department of Ohio and National Hospital Awards
  - List of names, addresses, phone numbers and email addresses of the VAVS and OVH Representative
  - List of names, address and phone numbers of all VA Medical Centers in Ohio.
- All VAVS Representatives and Deputies must be certified by the AMVETS Ladies Auxiliary National VAVS Representative. They are all certified for an indefinite term of office. It is the responsibility of the Department Hospital Officer to see that all certifications are up to date and forwarded to the National VAVS Representative. (*Copy attached*).
- 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 Hospital 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 Hospital 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 Hospital Officer's Report for the Convention Book.
- The names of the VAVS and OVH Representatives are put in a hat and one name is drawn at Fall Conference each year to determine who will represent the Department of Ohio at the National Advisory Council (NAC) Meeting that is held in the spring of each year. A

second name is drawn as an alternate in the event the first person drawn is unable to attend. The Department Hospital Officer is eligible for this drawing.

Department of Ohio pays for air fare or mileage (whichever is less) and One Thousand Dollars (\$1,000.00) for expenses. As soon as the person attending is made aware of the date of the NAC, she needs to submit a voucher for the One Thousand Dollars (\$1,000.00) and either the cost of her flight (a copy of receipt attached) or the amount of mileage if she is driving.

When the NAC Meeting is to be held in Ohio, usually the VAVS and OVH Representatives are allowed to go. You will meet with the Treasurer and President to discuss the availability of funds to send the Representatives to that NAC Meeting. If funds are available, you will then meet with the Representatives to discuss how many rooms Department will pay for and what expenses will be covered.

- 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.
- As the Department Hospital Officer, you are required to pass on to the incoming Department Hospital 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.
- 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
- Local Auxiliaries may only report on services performed for Veterans in any medical facility or medically staffed nursing home. These facilities include:
  - a. VA Medical Centers
  - b. VA Contracted Nursing Homes
  - c. VA Out-Patient Clinics
  - f. Local Hospitals
  - g. State Hospitals
  - h. Psychiatric Hospitals

- d. Local Nursing Homes (must be medically staffed)
  - e. Ohio Veterans Homes at Sandusky and Georgetown
- In September of each year all VAVS Representatives are required to meet with the Chief of Center for Development and Civic Engagement (hereinafter "CDCE") at their Facility to complete their *Annual Joint Review* (AJR). It is your responsibility to remind the Representatives to complete their Annual Joint Review. Ask each Representative to forward a copy of their AJR to you for your files.
  - If a VAVS Representative or OVH Representative has served for Ten (10) years or more and no longer wishes to be a Representative she can be listed as an Honorary Representative. You are to complete the proper form and forward it to the National VAVS Representative.

*Items Required by the VAVS Representatives at each Conference and Convention*

The information below should be given to and discussed with VAVS and OVH Representatives prior to Fall Conference so that they are aware of what is required of them. The Representatives should also receive a current VAVS and OVH Representative Procedure of Office. (Copy attached).

- VAVS and OVH Representatives are required to prepare reports for Fall and Mid-Winter Conferences and Department Convention Books. These reports should state their activities and must also include a breakdown of finances (expenditures & deposits). Reports must be sent to the President, First Vice President, and Parliamentarian. Once approved by the President she will advise the Department Secretary that the report is correct and can be included in the Conferences/Convention Book. A copy of all reports should also be sent to the Department Hospital Officer. Dates when these reports are due will be determined by the President.
- VAVS and OVH Representatives are to complete a VAVS Financial Report Form at Fall and Mid-Winter Conferences and Department Convention. This form includes a listing of dates monies were spent, a description of what monies were spent for, where monies were spent, the amount of monies spent, and balances. There are also questions to be answered about events they have held, whether the Representative and Deputies have attended Quarterly Meetings and listing of any upcoming events. They must also have copies of their receipts, bank statements and check book.

It is the responsibility of VAVS and OVH Representatives to give copies of their financial information to the Department Hospital Officer at the VAVS Meeting held on Friday at Fall and Mid-Winter Conferences and Department Convention.

The above guidelines must be followed in order to receive *Per Diem* and VAVS Department allowances. Once the Hospital Officer has received the documentation and determines that the requirements are met by the VAVS and OVH Representatives, she will notify the Department Treasurer so checks can be issued.

- Any monies donated to a VAVS and OVH Representatives from a Local Auxiliary or private donor *are not* included in their VAVS balance; however, it must be shown on their report, but is subtracted from the monies received from Department.
- VAVS and OVH Representatives are to prepare a Floor Report where they report anything that has happened at their Facility after their Report for Conferences/Convention Books were sent to 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.
- If a VAVS or OVH Representative is unable to attend a Conference or Convention she may send one of her Deputies to represent her. The Deputy will then receive *per diem*. The Representative must notify the President, Parliamentarian and Hospital Officer within an appropriate time frame.
- VAVS Representatives are the contact person with CDCE. The Representative is the one who sets up all events in their facility with CDCE. The Deputies are not the ones who schedule events, they are there to assist you. The OVH Representative is to contact the person at OVH who is in charge of planning events.
- Events in the VA Medical Centers are to only be scheduled through CDCE, not through the Unit where they intend to have an event.
- Thank You notes should be sent to Auxiliaries or any outside donors for monies or items donated to their Facility.

#### *Department Hospital Awards*

- As the Department Hospital 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.*
- The Department Hospital Officer is responsible for correcting and recording Service Reports submitted by the Local Auxiliary Hospital Officers twice a year: First Report is due postmarked/emailed by November 1<sup>st</sup> and an Annual Report postmarked/emailed by May 1<sup>st</sup>.
- If a Local Report is incorrect, it is your responsibility to contact the Local Hospital Officer and explain to her what was not correct. You should retype that report and then send a cover letter to the Local Hospital 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.

- 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 Hospital Officer is May 1<sup>st</sup> 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 Department Hospital Officer is responsible for choosing the top three (3) outstanding Hospital Reports for each of the three (3) Department Hospital Awards listed on the next page unless advised otherwise by the Greenest. This means the top three (3) reports for each of the three (3) Department Awards since each Award is completely different. Each award is self-explanatory. (THERE IS NO OVER 150 AND UNDER 150 JUDGING FOR HOSPITAL) You will forward copies of those Reports to the Greenest Cavalier for judging by the Cavaliers. The date when these Reports are due to the Greenest will be at her discretion and she will advise the Service Officers of that date.
- The two (2) 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.

***Department of Ohio Awards:***

- ***Department Award for the Auxiliary Doing Outstanding Work at a VA Medical Center.*** (No application necessary.)
- ***Department Award for the Auxiliary Doing an Outstanding Hospital Program.*** (No application necessary.)
- ***Department Award for the Auxiliary Doing Outstanding Work in a Non-VA Nursing Home or Local Hospital (Veterans Only.)*** (No application necessary.)
- ***PDP Marlene Klinefelter Hospital Award.*** This award is presented to a Local Auxiliary that displays the most outstanding work in a VA-Contracted Nursing Home (includes Ohio Veterans Home). (No Application required. This award is judged from the Service Reports sent to the Greenest.)
- ***PDP Kay Gibbons Award.*** This is awarded to a Local Auxiliary for the Most Hours serving a Non-VA Medical Facility (Community Nursing Home or Hospital). (No Application Required. This award is judged from the Service Reports sent to the Greenest.)

***National Awards:***

- ***PDP Mary Barrow Award*** – Presented to the Department Performing the Most Outstanding Work in Hospital Service
- ***PDP Brenda Kilgore Award*** – Presented to the Local Auxiliary Doing the Most Outstanding Work in Hospital Service
- ***PDP Barbara Guth Nursing Home Award*** – Presented to the Local Auxiliary Volunteering in a Nursing Home.

*Revised by F. Ganda – 06/2024*



## 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, 1<sup>st</sup> 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*



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO NATIONAL EXECUTIVE COMMITTEE WOMAN (NEC)

The National Executive Committee (NEC) Woman shall be 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 may be called by the National President upon written notice of not less than forty-five (45) days.

- The NEC Woman acts as the Department's Liaison between the Department and National.
- The NEC woman shall receive all Service Reports from the Department Service Officers, along with the statistical reports, and the Youth Reports with names and Auxiliary Numbers, after they make sure they are correct and on the 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.
- 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.
- The NEC Woman shall file a written report for the Spring NEC book and 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 apprised of what she is reporting. Send a copy of the report for State books to National.

- 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.
- In the event the NEC Woman accepts an elected or appointed National Office, she shall resign her office as NEC Woman.
- All correspondence emanating from the Department, all National correspondence into the Department shall be copied to the NEC Woman and Department President.
- The Department in their approved annual budget shall cover expenses of the NEC Woman per Standing Rules.
- Ask the newly elected Department President when she would like her to visit and pick three dates. This form is then turned into Carol King at the National Convention. The NEC Woman shall assist in making arrangements for the visitation of the National President. 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 the Department Treasurer. The NEC woman is to purchase a gift from the Department, at their expense, to be presented to her on the floor.
- The NEC Woman 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.
- 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.
- 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 the Treasurer who then deposits the funds to our treasury and gives the check to the NEC Woman. She 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.
- The reports from the Service Officers that are sent to her should be copied and given to the Department PRO for her scrapbook.

- 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

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 02/2024 LM*



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO PARLIAMENTARIAN

The Rules of Parliamentary Law "are based on a regard for the rights of the majority, of the minority, especially a strong minority — greater than one-third (1/3), of individual members, of absentees, and of all of these together". Parliamentary Procedure has sometimes been described as an application of the Golden Rule with common sense and courtesy.

Basic principles include:

1. Our organization is paramount. Decisions of our organization supersede those of any individual or small group of individuals. The power of any meeting is in the hands of the voting members.
2. All members have equal rights to participate in business meetings by making motions, speaking in debate and voting.
3. The established quorum for our meetings must be present to transact business legally.
4. Only one main issue may be before the assembly at a time and only one member may have the floor at any time.
5. Full debate before action on a main issue is a right that can be suspended only by a two-thirds (2/3) vote.
6. An issue is the item under discussion, never the person who introduces it; personal remarks are always out of order.
7. A question, once settled, may not be presented in the same form in the same session. The only way to bring up the same question again is to move to reconsider or move to rescind or amend.
8. A majority vote decides a question except in cases where the basic rights of members or a change in previous action are involved, then a two-thirds (2/3) vote is required.

The Department Parliamentarian should:

- Be familiar with the AMVETS Ladies Auxiliary Ohio Department, District and Local Uniform By-Law's.
- Be familiar with the AMVETS Ladies Auxiliary Department of Ohio Standing Rules.

- Be familiar with the AMVETS Ladies Auxiliary National Constitution, By-Laws and Standing Rules.
- Keep a copy of the latest revision of Roberts Rules of Order, Newly Revised and other parliamentary references to assist in your duties.
- A review of the AMVETS Ladies Auxiliary Ohio Department, District and Local Uniform By-Laws shall be completed every three (3) years in accordance with the Auxiliary National Constitution. With the passage of the Uniform By-Laws each level shall be encouraged to have input on the review and be given the information in sufficient time to discuss with their membership at their meetings. Time spent voting on revisions on the Department floor will go more smoothly and efficiently with an informed delegation. You are responsible for preparing the final three (3) drafts of the By-Laws that will be sent on for the appropriate signatures. The Department President that was in office when the By-Laws were reviewed, you, the AMVETS Department Commander and the AMVETS Judge Advocate are required to sign the documents. The three (3) copies are mailed to the AMVETS National Ladies Auxiliary Parliamentarian with a cover letter for her signature. The National Auxiliary Parliamentarian will keep one (1) copy for the National's record and will return two (2) copies to you or the Department Secretary's Office. An original copy remains in your file and the President's file. A copy is given to the Secretary and to AMVETS Department Headquarters. Copies of the newly revised By-Laws are distributed to our membership in accordance with the President's direction.
- Be aware of the agenda prior to a Department Meeting. Minutes of the previous Meeting, notes from the Officers' Meeting and Committee Meetings will keep you aware of the business that will be brought to the floor.
- Be available to the Department President prior to the Meeting to discuss parliamentary problems that may arise. It is helpful to determine the extent the Presiding Officer is likely to need help with changes or anticipated proposals.
- Be available to the Department Officers or members who request assistance in parliamentary procedure. Your advice and opinions are based on the Constitution and By-Laws on every level.
- Be seated to the right of the Department President to offer advice or procedures when required. Reply in private to the President who may, if she wishes, pass on what you have said. You only advise, not preside.
- Assist the Executive Committee in prescribing the proper disciplinary action for members who disregard provisions of the Constitution and By-Laws.
- Assist the President in arrangements of hearing appeals received from Locals and the Executive Board if a hearing is required for a Department Officer. In addition, you will serve on the Appeal Board. The Policy and Procedure of Appeals are located in the Uniform By-Laws and the National Auxiliary By-Laws.
- Advise the membership of the procedure for bringing recommendations and resolutions from Locals and Districts to Department. The information should be

included in a bulletin prior to the Department Convention to allow the mandated sixty (60) days the recommendation or resolution must be received in your office prior to Department Convention.

- Be prepared to facilitate recommendations and/or recommendations adopted at a Conference or Convention.
- Serve as Chairman of the Constitution and By-Laws Committee and the Executive Steering Committee. You also serve on the Finance Committee, without vote, and on any and all other Committees the President deems necessary. The Constitution and By-Laws Committee should consist of the Immediate Past Parliamentarian, one (1) Past Department President and two (2) Local Ladies Auxiliary members.
- Be prepared to identify Auxiliaries who are not in good standing and whose members cannot be seated at Department Meetings. Each Auxiliary is required to have not less than ten (10) members, are mandated to have a Revalidation Form into Department Headquarters by June 1<sup>st</sup> of each year and cannot have an outstanding monetary balance owed to the Department. Membership reports are the source of each Auxiliary's membership count. The Department Secretary prepares copies of all Revalidation Forms for each Department Officer. The Department Secretary and Treasurer can assist you in determining any outstanding monetary balances. A report of each Auxiliary that is not in good standing should be placed in each Bulletin and Meeting Book. A suggestion is to contact the District Presidents to assist the Auxiliaries to meet their requirements. You will bring a report to the Department Conferences and Convention floors of Auxiliaries who have less than ten (10) members and are therefore not in good standing and request these Auxiliaries forfeit their Charter. A two-thirds (2/3) vote is required to pass this Motion. A letter is sent to each Auxiliary advising of this action prior to July. They are requested to return their Charter and all properties to the Department. The District President can assist in this action.
- 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 report for each Bulletin should advise the Local Auxiliaries of the Delegates they may send to Department Meetings. All your Conferences/Convention Reports, as well as your letters for the Bulletins must be first sent to the President and First Vice President for review and comment. Once the President approves your report, she will forward it to the Department Secretary.
- As the Parliamentarian, you are required to pass on to the incoming Department Parliamentarian an updated Procedure of Office, if changes are needed. Before State Convention it should be sent to the President and First Vice President for approval.

- 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

It is impossible to advise you of all the duties that will be directed to your office. Many questions will come from the membership, and you should request these questions be submitted in writing. We often use email to assist with questions and it is imperative that you copy the emails for your records. It is important that an official answer to a question must come from Madam President, the Department Parliamentarian, or the Department Officer the question is directed to.

*Revised: DMSmathers, 06/2024*



## **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, 1<sup>st</sup> 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, 1<sup>st</sup> 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, 1<sup>st</sup> 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, 1<sup>st</sup> 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 1<sup>st</sup>)
- 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 1<sup>st</sup> 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 1<sup>st</sup> 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, 1<sup>st</sup> 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, 1<sup>st</sup> 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, JLM*



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO PUBLIC RELATIONS OFFICER / HISTORIAN

### Following the election in June:

- At the Post SEC following the Department Convention which you are elected PRO/Historian, you shall be prepared to announce your Theme 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 and Chairman's Award listed for the President, Parliamentarian and Secretary.
- At the July Officer's Meeting you will be required to submit the names on your committee. Your committee is comprised of one PDP and three local members. The members on your committee should be spread throughout the state.

### Duties of Office:

- The members of each local Ladies Auxiliary should be informed of the name of the Department PRO/Historian so that they can send all pictures and news to her.
- As PRO, it is your job to ensure that the Department President and Department of Ohio Auxiliary's year is highlighted in detail throughout the scrapbook.
- It is the duty of the PRO to travel with the President, if able, when asked to do so by the President. If the President does not choose to ask the PRO to travel with her, it is the President's responsibility to see that pictures are taken of her travels and given to the PRO.
- All pictures turned into the PRO **MUST HAVE** the who, what, when, where and why written on the back of them or they will not be able to be used in the President's Scrapbook.

- The PRO shall use her own personal camera and be reimbursed for film and scrapbook materials, etc. according to the budget set by the Department of Ohio.
- It is the responsibility of the newly elected PRO/Historian to take photographs at the June Convention following the election of Officers. She should then give copies of the photos to the past PRO/Historian or her designee to be placed in the immediate Past President's Scrapbook.
- It is the duty of the PRO to remind the NEC Woman that she needs to mail the PRO a copy of her reports for the Scrapbook.
- 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

## **DEPARTMENT SCRAPBOOK Criteria**

### **Mandatory Materials (In This Order)**

- a) Theme clearly Identified
- b) Table of Contents
- c) Name of Department, President's name, Historian name and Year
- d) Officer List (Full name and position)
- e) Pledge of Allegiance, Preamble (current version), Code of Ethics
- f) By-Laws (up to date and signed, *not e-signed*)
- g) Year-end Department Service Report, as signed by NEC (electronic signatures accepted). Each separately displayed with attachments, if needed.
- h) Contents- Contents should be pictures, newspaper clippings, press releases, certificates, awards, letters of recognition for the community service, copies of reports, etc.

### **Judging Criteria (100 points)**

- a) Content- Quality and scope of materials – 25 points
- b) Merit- Historical value or worth – 35 points

- c) Conformance- Table of contents and the theme followed closely - 20 points
- d) Neatness – Layout or general make and internal appearance – 20 points

## **LOCAL SCRAPBOOK**

### **Criteria**

#### **Mandatory Materials (In This Order)**

- a) Table of Contents
- b) Name of Department and Auxiliary Number
- c) Presidents Name, PRO/Historian Name and Year
- d) Charter Members
- e) Officer's List (Full name and position)
- f) Pledge of Allegiance, Preamble (current version), Code of Ethics
- g) By-Laws (up to date and signed, *not e-signed*)
- h) Year-End Local Service Report Forms, signed by Local Auxiliary Chairman (electronic signatures accepted). Each separately displayed with attachments, if needed.

#### **Judging Criteria: 100 points**

- a) Conformance- Table of contents and theme followed closely - 15 pts.
- b) Presentation- Originality - 30 pts.
- c) Neatness- Layout of general make up and internal appearance - 30 pts
- d) Newspaper-Clippings, pictures, press releases – 15 pts
- e) Miscellaneous- Menus, invitations, thank-you's, ad souvenirs, etc - 10 pts

Cover and external appearance judged separately.

**Helpful Hint:** Pick any theme you like for your scrapbook, but remember to carry this theme throughout your book,

## **SCRAPBOOK AWARDS**

### **Department of Ohio**

As the Department Public Relations Officer, you must be familiar with all Awards available to the Local Auxiliaries. You will verify with the Department Secretary that those 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.*

- The deadline for all Award Applications is to be received by the Department Public Relations Officer by May 1<sup>st</sup> 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 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.

#### **Award List for Department of Scrapbook:**

- Department of Ohio Award to the Ladies Auxiliary with the Most Outstanding Scrapbook.
- PDP Edith Mills Award- Most Outstanding Individual PRO

#### **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 Scrapbook**

- PNP Joan Sirek Award - To the Department with the most outstanding Scrapbook
- PNP Marvell E. Ruppel Award- to the Local Auxiliary with the most outstanding Scrapbook Cover
- PNP Beverly Box Award-To the Local Auxiliary with the most outstanding Scrapbook.
- PNP Evelyn R. Mc Elvin Award-To the Department with the most outstanding Department History Book Cover.

*Revised 02/2024 SW and DSMATHERS*



## **PROCEDURE OF OFFICE DEPARTMENT OF OHIO SCHOLARSHIP**

As Scholarship officer, you shall promote all available scholarships: Department of Ohio, National and Sackettes. This can be accomplished by using bulletins, floor reports and/or any other available opportunity you may have at all gatherings.

- You will keep accurate records of all donations to the Scholarship fund. It is helpful to keep a separate record of all raffle funds turned over to the Department Executive Secretary with dates and amounts. You should also have enough raffle tickets for each business meeting. Thank you letters/cards should be sent to all Auxiliaries that donate money to the Scholarship Fund.
- As a Department Officer, you are responsible for recording reports at each Department meeting. Department Reports shall include a list of each Local Auxiliary who have submitted a report to the Department Chaplain/Scholarship Officer. A copy of the report will be given to the Department President, 1<sup>st</sup> Vice President and Parliamentarian. Reports should be sent as a Word Attachment – President shall set the dates for reporting each year.
- As Department Scholarship Officer, you will send an NEC Statistical Report and a Department Service Report on the appropriate dates (can be found on National Website) to the Department NEC by the assigned dates.
- You will send your top three (3) Scholarship from the Annual reports for membership with over 150 members and under 150 members to the Greenest Gavelier for judging for the Betty Turk award.
- You will publicize the scholarships available in the Department Guidebook to include National and Sackettes Nursing Scholarship.
- The Scholarship Officer will create a committee and serve as Chairperson for the purposes of judging Scholarship Applications. It is your duty to review all applications in advance to allow time to contact the applicant with any missing items that would disqualify the application.

- Scholarship Applications are to be emailed/postmarked no later than May 1<sup>st</sup>.
- You should check with the Department Treasurer for the balance in the Scholarship Fund so you will know how many Scholarships can be awarded and if any donations have been sent from Auxiliaries since Mid-Winter Conference.
- Department Treasurer will need a list of winners, with social security numbers and addresses as well as the school they will be attending and Student ID number in order to send the checks to the schools.
- You will need to contact the schools before Fall Conference to check on the attendance of the winners. If the scholarship winners are not attending the school of record, a letter should be sent to the College asking them to return the check to the Department as the Scholarship has been revoked.
- 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
- All records should be kept in the Scholarship Officer box for at least three (3) years. Any records older than three (3) years may be destroyed.

*Revised: 02/2024 SLeggett*



## PROCEDURE OF OFFICE DEPARTMENT SERGEANT-AT-ARMS

Sergeant-at-Arms is the custodian of the colors. She is responsible for them at all meetings and ceremonies where they are required. She shall appoint a Color Guard to assist her whenever necessary. Pages shall be appointed to assist the Sergeant-at-Arms on the floor of a meeting or convention, when necessary. Each Page will be given a green sash to wear during Conferences and Conventions.

The Sergeant-at-Arms shall:

- Post the colors at every meeting.
- Lead the Pledge of Allegiance to the Flag
- See the meeting room is in order with tables and /or chairs for all members and Guests.
- Be the “keeper of the door” during meetings and deliver messages. If a message needs to be delivered to a member on the floor, ask Madam President to have the member see the Sergeant-At-Arms.
- Escort guests to the dais or floor microphone, whichever is appropriate for their visit purpose.
- Distribute bulletins and other materials to members on the floor of the meeting as requested. Always make sure the material is given to the President and Officers first.
- Help the President maintain order during meetings and perform any other duty the President shall assign. \*\*(See “Other Useful Information)
- Promote respect for the Flag at all times.
- Have a good knowledge of flag etiquette, AMVETS Ladies Auxiliary ceremonies and the correct way to wear AMVETS Ladies Auxiliary official uniform.
- Be responsible for the transportation of the Colors to meetings, conventions and ceremonial events.
- Wear AMVETS Ladies Auxiliary Official Uniform when participating in ceremonies and carrying out her duties at meetings conventions.
- Receive and compile reports from Local and District Sergeant-At-Arms. Reports are due November 1 and May 1. Records and reports are to be kept for three (3) years.

- Inventory will be taken at the start of each term as to what is in the Sergeant-At-Arms box. Any missing items must be replaced by the Officer. A list of items shall be at Department headquarters for inventory.
- 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

## **PROTOCOL**

### ***PROCEDURE FOR POSTING COLORS***

- On command of the President to “Post the Colors”, the Sergeant-At-Arms will come forward to the podium, open the Bible (*with gloves on*), then turn and face the Color Guard and Command “Color Guard, attention, forward march”. Color Guard will then advance the Colors, being sure that the American Flag is on the marching right.
- When they arrive at the front, the Sergeant-At-Arms says, “Post Colors”. The American Flag will then pass in front of the Auxiliary Banner, to the right side of the President. The Auxiliary Banner will pass to the left and they are both placed in their stands. Color Guard then steps back one pace and salutes the Flag.
- Following the prayer by the Chaplain, Sergeant-At-Arms will then lead the group in the Pledge of Allegiance.
- The Sergeant-At-Arms will then command “Color Guard, about face, forward march”. Sergeant-At-Arms will then make an about face and lead the Color Guard to the rear of the room.

### ***PROCEDURE FOR RETIRING THE COLORS***

- President commands “Sergeant-At-Arms, retire the colors”.
- Sergeant-At-Arms comes forward, closes the Bible (*with gloves on*), faces the Color Guard by making an about face, and commands “Color Guard, attention, forward march”
- When they arrive at the front of the room, she commands “Retire Colors”.

- Color Guard removes Flags from their stands and steps back one pace. Sergeant-At-Arms then commands "Right and left face, forward march".
- Sergeant-At-Arms makes an about face and leads them to the rear of the room.

### ***PROCEDURE FOR ESCORTING GUESTS***

- Sergeant-At-Arms stands on the left of the person she is escorting or assisting.
- If a woman guest, Sergeant-At-Arms offers her right arm. If a man, she places her right hand under his left elbow and assists them to the dais.

### ***PROCEDURE FOR INTRODUCING NEW MEMBERS***

- When a new member is sworn in, the Sergeant-At-Arms stands with her and after the oath is taken, presents her to the members present, saying "Fellow members of Ladies Auxiliary #\_\_\_\_\_, this is Miss or Mrs.\_\_\_\_\_, our newest member. May this be the beginning of a fine friendship."
- She then escorts the Member to a seat.

## **OFFICIAL UNIFORM**

An A-line dress of forest green, with a jewel neckline and short sleeves, large AMVETS Ladies Auxiliary emblem attached to the left sleeve; dress to be worn with a white blazer with large AMVETS Ladies Auxiliary emblem attached to the left breast pocket, black shoes, black handbag, white gloves and the official Auxiliary hat.

White shoes and handbag from Easter through Labor Day (revised 2004 National Convention).

White blazer with large AMVETS Ladies Auxiliary emblem to the left breast pocket, a tailored or jewel neckline white or gold blouse with large Auxiliary emblem attached to the left sleeve, a forest green skirt or slacks, black shoes, black handbag, white gloves and the official Auxiliary hat.

Hemline for dress and skirt should be no shorter than two inches (2") below the knee.

Shoes should have a closed heel and toe, heel not to exceed two inches (2") in height.

AMVETS Ladies Auxiliary hats are obtained by ordering. Please follow instructions for the correct size and lettering. Order from AMVETS National Quartermaster, operated by AMVETS Department of Ohio. (revised 2004 National Convention bangs may show)

The embroidered emblem is to be worn on the official Ladies Auxiliary uniform and hat. It may also be worn on Color Guard uniforms, Auxiliary hospital uniforms and on bowling shirts, if Ladies Auxiliary sponsors a team. For further information on official uniform, check in AMVETS Auxiliary National Constitution and By-laws and/or National Manual.

Pearl necklace and earrings or Auxiliary necklace and earrings bought through AMVETS National Quartermaster, operated by AMVETS Department of Ohio. (revised 2004 National Convention). Necklace and earrings with the Auxiliary logo purchased through Lady Jayne Ltd. are also permitted.

### **MEETING ROOM REQUIREMENTS FOR DEPARTMENT MEETINGS**

- Head table for Officers shall be as follows: Podium with microphone in center, with Officers seated to each side of the podium. As the audience faces the head table, the Officers shall be seated from left to right as follows: Liaison, Hospital, Americanism, Chaplain and Parliamentarian, Podium, President, Chair for special guest (i.e. National President) if needed, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, 3<sup>rd</sup> Vice President.
- Steps should be available at both ends of the dais, if needed. If 2 sets of steps are not available, place steps to the left of the dais.
- Secretary's Table: this is located to one side of the head table. The table must be placed close to an electrical outlet for the Secretary's tape recorder. The Treasurer also sits at the Secretary's table.
- Altar table: Small table to be placed in front of the Podium. Chaplain shall be responsible for arranging the altar table.
- The floor microphone is to be placed in a convenient location.
- Aisle(s): should be wide enough to allow 2 people to walk comfortably down the aisle(s). It must also be wide enough to comfortably allow the Color Guard to post the colors. If room size and number of occupants does not allow for an adequate aisle, it may be necessary for the Color Guard to march single file, or even to pre-post the colors; and to escort guests to the dais by preceding them up the aisle instead of walking beside the guest.
- Sergeant-at-Arms table: This is usually located at the rear of the room and is the base of operations for the Sergeant-At-Arms and Pages. A table must also be provided for Ways & Means raffles and Early Bird prizes.
- Special Guest: May want to reserve a table for guests such as National Officers or Department Officers from other states. This table should be near the front of the room, close to the dais. Discuss this with NEC woman as she is usually hostess for visiting Officers.

### **OTHER USEFUL INFORMATION**

- As Sergeant-At-Arms, your job is to take care of the President: i.e. find out if she needs help getting her things to the meetings; accompany her when she

visits the AMVETS and Sons of AMVETS meetings at Conferences and Conventions; plan with the President so that you know exactly what is expected of you.

- Find out if the Secretary or the Sergeant-At-Arms is to be the liaison to the hotel and make sure both the Secretary and the Sergeant-At-Arms know this information.
- The Conference or Convention Chairman introduces the Department Officers at the Opening session only. Past Department Presidents are escorted only at Department Convention.
- Early Bird donations are given to the Registration Desk and then passed to the Sergeant-At-Arms. Names are given to the Sergeant-At-Arms by the Registration Desk and Early Bird drawings shall begin one half (½) hour before the meeting time on Sunday morning.
- Make sure the Head Table has plenty of Page signs (at least 2 on each table, as well as one strictly for the President). See that the Officers have a water glass at each seat and pitchers of water.
- Pages shall place a Page sign, altar flower slips, and Americanism Raffle slips on each table each day of meetings. They shall collect altar flowers slips and money and deliver to the Chaplain each day; Americanism Raffle slips, and money shall be collected and delivered to the Americanism Officer daily.
- Zip-lock bags are very handy items to have on hand.
- Members may not put reserved signs on tables.

## ELECTION PROCEDURE

The Credentials Chair and the Sergeant-At-Arms need to work together, as a team, to ensure a smooth, seamless election occurs without room for any questions regarding the validity of the votes. Each of these two Officers should read, understand and know this procedure, all steps.

### Sergeant-At-Arms, in preparing for elections:

- Lock the meeting room doors at the order of the President and do not allow anyone in or out of the meeting room during the entire time the elections are occurring.
- Place one (1) table number card face down on each table.

### Credentials Chair:

- Go to the podium microphone with the most recent and accurate Credentials Report in hand.
- Ask all Officers and Delegates to go to the tables on the floor, with all members of the same Auxiliary sitting together at a table. There can be multiple Auxiliaries represented at a single table if ALL members from each Auxiliary are AT THAT TABLE.
- Ask all Guests to remove themselves from the floor tables so as to not be confused with Delegates.

- The Guests can be utilized as Clerks and a Judge, if needed during the elections.

Verifying Voting Strength:

- As the Credentials Chair calls Auxiliary numbers from the Credentials Report, the Sergeant-At-Arms will go to the table where that Auxiliary is seated.
- The Credentials Chair will then read the numbers she has on the Credentials Report for that specific Auxiliary.
- ALL members of the Auxiliary number called will stand up and count off, beginning with 1. As each member counts off, they will be seated. Once all members of that specific Auxiliary have orally counted off, the Sergeant-At-Arms will verify the number of members that counted off.
- The Credentials Chair will accordingly update her Credentials Report as the numbers are verified by the Sergeant-At-Arms.
- Once all Auxiliaries have been called and ALL Delegates have counted off, the Credentials Chair will re-total the Credentials Report and give the numbers for:
  - Total Voting Strength
  - Majority
  - 2/3 Total

Voting:

- Each table is to be instructed to choose a Table Captain who will use the Table Number provided by the Sergeant-At-Arms when reporting votes, if needed.
- As the President announces the nominees for each office, IF there are multiple nominees for an office:
  - Each person at the table writes their choice for the office on a piece of paper and gives it to the Table Captain
  - The Table Captain totals the votes for each nominee from the papers she is provided
  - The Table Captain then goes to the floor microphone and announces:
    - Table Number she represents
    - The number of votes for each nominee
    - Once back to the table, the Captain then destroys the written votes
  - During this process, the Clerks and Judge keep track of the votes as they are announced by each Table Captain
  - The Judge then informs the President of who received the most votes from the Delegates
  - The President will announce the winner
- This process continues for each office, as needed, until all Department Officers for the following year have been duly and fairly elected.

- After the election of the new President, if she has family members that wants to come in to bring flowers or to congratulate her, the Sergeant-At-Arms may have them enter the floor during the election.

*Revised 06/2024 - JLMT*

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## PROCEDURE OF OFFICE DEPARTMENT OF OHIO TREASURER

### MONTHLY

- Print out checks from QuickBooks according to By-Laws, as requested from the Executive Secretary and/or the President. Pay monthly and annual bills timely by either check or with automatic bill pay. QuickBooks will require you to choose an appropriate expense account to book the entry to for each check. You can choose multiple expense accounts for one check.
- All deposits are made by the Executive Secretary. She will send the deposit information with membership report information being sent to National. Deposits are recorded in QuickBooks to the appropriate income accounts. Use the tracking spreadsheet to record funds accurately.
- Reconcile the checking account statement in QuickBooks. The monthly financials are sent to the Finance Committee by the 10<sup>th</sup> of each month with the following attachments.
  - a. Bank Statement
  - b. Check Detail report
  - c. Reconciliation Detail report

### CONVENTION AND CONFERENCES

- Prepare your report for the book to give to the Executive Secretary. Print off a current Actual vs Budget report to go with report.
- Do a screen print of the bank's current balances for our checking, savings and investment accounts to report the up-to-date balances during the Convention or Conferences.
- Remember that fund balances are the different between income and expenses of a line item.
- Record all money received at each Convention or Conference on the funds sheet provided by the Executive Secretary. Additionally, count all cash received from meetings and initial envelope. Take a picture of report to reference when deposit information is sent.

## GENERAL INFORMATION

- All checking, investment and savings accounts will have three signors: President, 1<sup>st</sup> Vice President and Treasurer. Two signatures are required for all checks as well as any withdrawals from checking, savings and investment accounts.
- Track all donations in the "Donation" tab of tracking spreadsheet. Use the funds sheet from Convention or Conference to track amounts. All donations are due to National before July 1<sup>st</sup> each year. In order to be in the National book, donations need to be to them by May 1<sup>st</sup> each year.
- 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

## EXPENDITURES

- The Department will purchase the President's hat.
- Funds from the half and half shall be given to the President. Half to the winner and half to the President.
- State PRO-Historian shall have a budget of \$300.00 each year. \$150.00 at S.E.C. by voucher and remainder by voucher with all receipts given to Treasurer.
- V.A.V.S. Representatives are to be allowed .75 per mile to attend VAVS meetings only. To be paid at Convention only, must submit voucher.
- A chosen VAVS Rep attending the annual VAVS Advisory Committee meeting shall receive one thousand dollars (\$1,000.00) plus Coach airfare or .75 per mile if driving, whichever is less.
- Should the Department President call a special meeting of Officers, lunch will be provided.
- When an Auxiliary Charter is pulled, the money in their account is turned over to the Department Treasurer. The money will be listed as "money held in escrow" with a notation of the name of the Auxiliary and date the Charter was pulled.

- The Department President may draw one-third of her Travel Allowance from the Department by voucher at each of the Conferences and Convention. Receipts must be presented to the Treasurer after the initial request.
- The N.E.C. woman shall purchase a gift or gift card for the National President when she makes her official visit up to \$50.00.
- The Department Conference, Convention and Credential Chair will be paid the sum of \$100.00 by check at the close of each Conference/Convention with a submitted voucher.
- The Treasurer is paid either an Officer Per Diem or an allowance equal to room rate for three nights lodging at each Conference and Convention.
- The Department will pay for all name badges for Department Officers and Chairpersons.

## MISCELLANEOUS

- NSF Checks
  - a. When the bank returns a check, hold for 3 to 4 days to allow time for them to correct the problem.
  - b. Redeposit check, if possible, if 2<sup>nd</sup> deposit is good you will need to debit income account and credit bank account in order to balance accounts.
  - c. Bank service charges, the Auxiliary must pay for any charges related to return checks. You will need to record the charges as follows below then reverse when we receive the funds from the Auxiliary.
    - i. Make a Journal Entry debiting Misc Expense (Acct #657)
    - ii. Make a Journal Entry to Credit checking account (Acct #533)
- Copies of all deposit slips will be emailed to you from the Executive Secretary. Save a copy at C:\Users\Treasurer\20XX and label it accordingly.
- The Executive Secretary writes the checks for membership and emails you a copy of the check with the National report being sent to National and the Department report. Save a copy at C:\Users\Treasurer\20XX\Report XX and label it accordingly. Update the tracking spreadsheet with the Department report information and record the check in QuickBooks.
- Any equipment bought during the year is carried as an expense until the end of year. Be sure to give this information to the accountant so they can book assets.
- The Treasurer serves as Chairperson for the Finance Committee, report any upcoming expenses and any financial concerns for the Department. Emergency votes for expenses can be sent to the Finance Committee for approval outside the Conferences and Convention.
- Treasurer serves on the Steering Committee with review of the Executive Secretary's work.
- A voucher is required for each check request. Two additional initials, other than the Treasurer, are required from the Finance Committee on the voucher.
- The Treasurer will make out one voucher for the VAVS Representatives and Veterans Home Representative with the amount they receive. The amount to be

determined by the Standing Rules, Department Hospital Chairman and funds availability.

## **EXECUTIVE SECRETARY**

- The Executive Secretary is our only paid employee. She is to follow all State, Federal and Government laws pertaining to time off for sick leave or short disability.
- Access the Executive Secretary cash reports through our payroll account at PayChex. Then record her bi-weekly pay in QuickBooks to the following accounts:
  - a. 634-Secretary Salary Expense
  - b. 634.4-Employee Withholding
  - c. 634.6-Employer Taxes
- Refer to Personnel Policy Manual for any other questions.

## **YEAR END**

- Contact the Accountant to meet with you after you are finished with the Fiscal Year. Compile the following list of items for your meeting. They will also complete Form 990 for the Department.
  - a. List of Department Officers
  - b. Bank information from July to June for:
    - i. Checking account
    - ii. Savings account
    - iii. Investment account
  - c. Reports from QuickBooks from July to June:
    - i. Statement of Cash Flow
    - ii. Balance Sheet on Cash Basis
    - iii. Profit and Loss on Cash Basis
    - iv. Income Statement
    - v. Employer Taxes
    - vi. Employee Withholding
  - d. Reports from PayChex from July to June:
    - i. The prior year Employee's W2's.
    - ii. Expense charges from PayChex
- Annually National will send you a list of checks they received from us for you to audit. Confirm all the information they have match our check listing for National checks. Then mail or email back to National when completed. They expect it returned to them timely.

*Revised 05/2024 TS*



## PROCEDURE OF OFFICE DEPARTMENT OF OHIO VAVS AND OHIO VETERANS HOME REPRESENTATIVES

- As a VAVS and OVH Representative you are a Department Officer and are required to prepare reports for Fall and Mid-Winter Conferences and Department Convention Books. These reports should state your activities and must also include a breakdown of finances (expenditures, deposits, and balances). Reports must be sent to the President, First Vice President, and Parliamentarian. Once approved by the President she will advise the Department Secretary that the report is correct and can be included in the Conferences/Convention Book. A copy of all reports should also be sent to the Department Hospital Officer. Dates when these Reports are due will be determined by the President.
- You are to prepare a Floor Report where you report anything that has happened at your Facility after your Report for the Conferences/Convention Books were sent to Department. A copy of your Floor Report is to be given to the President, First Vice President, Parliamentarian, and Department Secretary at the Friday Officers' Meeting.

You are to complete a VAVS Financial Report Form to be given to the Hospital Officer at Fall and Mid-Winter Conferences and Department Convention. (Copy attached). This form includes a listing of dates monies were spent, where monies were spent, a description of what monies were spent for, the amount of monies spent, and balances. There are also questions to be answered about events you have held, whether you and your Deputies have attended Quarterly Meetings and listing any upcoming events. You must also have copies of receipts, bank statements, and your check book. These documents will be reviewed by the Hospital Officer at Fall and Mid-Winter Conferences and Department Convention.

*This form along with attachments must be given to the Hospital Officer at the VAVS Meeting on Friday.*

*The above guidelines must be followed in order to receive Per Diem and VAVS Department allowances. Once the Hospital Officer has reviewed*

*the documentation and determine that the requirements are met by the VAVS and OVH Representatives, she will notify the Treasurer so checks can be issued.*

*These requirements must be met to protect both the VAVS and OVH Representatives and Department of Ohio AMVETS Ladies Auxiliary should there be an audit by an outside agency.*

- Any monies donated to VAVS and OVH Representatives from a Local Auxiliary or private donor are not included in their VAVS balance; however, it must be shown on their report, but is subtracted from the monies received from Department.
- If you are unable to attend a Conference or Convention you may send one of your Deputies to represent you. She will receive *per diem*. You must notify the President, Parliamentarian and Hospital Officer that you cannot attend and who will represent you. This must be done within an appropriate time frame.
- Thank You notes should be sent to Auxiliaries or any outside donors for monies or items donated for your Facility.
- As a Department Officer you are required to maintain a complete file of all materials pertaining to your office. This includes copies of correspondence and copies of the VAVS Financial Forms and attachments that are given to the Hospital Officer at Conferences and Convention pertaining to your financial requirements.
- VAVS Representatives are the contact person with Center for Development and Civic Engagement (hereafter CDCE). The Representative is the one who sets up all events in their facility with CDCE. The Deputies do not schedule events, they are there to assist you.
- Events in the VA Medical Centers are to only be scheduled through CDCE, not through the Unit where they intend to have an event.
- The names of the VAVS and OVH Representatives, are put in a hat and one name is drawn at Fall Conference each year to determine who will represent the Department of Ohio at the National Advisory Council (NAC) Meeting that is held in the Spring of each year. A second name is drawn as an alternate in the event the first person drawn is unable to attend. The Department Hospital Officer is eligible for this drawing.

Department of Ohio pays for air fare or mileage (whichever is less) and One Thousand Dollars (\$1,000.00) for expenses. As soon as the person attending is

made aware of the date of the NAC, she needs to submit a voucher for the One Thousand Dollars (\$1,000.00) and either the cost of her flight (a copy of receipt attached) or the amount of mileage if she is driving.

When the NAC Meeting is to be held in Ohio, usually the five (5) VA Hospital Representatives are allowed to go. The Hospital Officer will meet with the Treasurer and President to discuss the availability of funds to send the five (5) VA Hospital Representatives to that NAC Meeting. If funds are available, the Hospital Officer will then meet with the Representatives to discuss how many rooms the Department will pay for and what expenses will be covered.

- In September of each year, the VAVS Representatives are required to meet with the Chief of CDCE at your facility to complete your *Annual Joint Review* (AJR). You should call your Chief of Voluntary Services to schedule your AJR appointment. Please make sure that your Chief has the current name, address, and phone numbers of both the Department Hospital Officer and the National AMVETS Auxiliary VAVS Representative. Upon completion of your AJR a copy is sent to our National AMVETS Auxiliary VAVS Representative for her records by your Chief of CDCE. Please ask your Chief to provide you with a signed copy of your AJR for your records. Please forward a copy to the Department Hospital Officer.
- It is your responsibility to train Local Auxiliaries who have members that volunteer at your Facility regarding the proper use of Donation Slips and entering their hours spent volunteering. You can give the Donation Slips to someone in the CDCE Department. Your time is usually entered on a computer in CDCE. In order for National AMVETS and AMVETS Ladies Auxiliaries to receive credit for hours, cash donations, and donated items, your hours and the Donation Slips must be completed and given to CDCE.

#### *Things to Remember:*

- Attend VAVS Committee Meetings – 4 per year.
- Prepare your Reports for the Fall and Mid-Winter Conferences and Department Convention.
- Prepare a Floor Report for Fall and Mid-Winter Conferences and Department Convention.
- Complete Annual Joint Review (done in person, phone, mail, or e-mail). Mail a copy of your AJR to the Department Hospital Officer for her records and so she can send a copy to the National VAVS Representative. (Sometimes Chief's forget to send them to National).
- Complete Donation Forms for all donations at your Facility.
- Make sure you register your hours at your Facility with CDCE.

- Contact Auxiliaries in your area to encourage members to participate in VA Activities – make sure they understand that all activities go through the Chief of Voluntary Services (Example: Bingo Party).
- Prepare a Report listing activities at your facility and showing your expenditures and balance for the Fall and Mid-Winter Conferences and Department Convention Books.
- Attend the Friday Officers Meeting at Fall and Mid-Winter Conferences and Convention.
- Wear your Uniform and Cover when on the floor the day you give your oral report at Fall and Mid-Winter Conferences and Convention.
- 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
- Maintain a good rapport with the Local Auxiliaries in your area.
- Recruit new volunteers from the Local Auxiliaries in your area.

*Revised by F. Ganda – 06/2024*