DEPARTMENT PERSONNEL CHAIRMAN INSTRUCTIONS

ARTICLE I – GENERAL INFORMATION

1. The Personnel Committee shall be comprised of a Chairman who shall be a Past Department President. She shall be appointed by the President with SEC approval. The members of the committee are the Chairman, the Department President, the 1st, 2nd and 3rd Vice Presidents and the Treasurer.

2. The duties of this committee shall be to interview candidates for the position of Executive Secretary and select same. She is selected in the odd year.

3. There shall be a complete list of equipment and items which belong to the Department in your file. The equipment list should show the serial numbers for insurance purposes.

4. Your file shall contain copies of application forms for Secretary, blank secretarial contract forms and Department letterhead. Files should be kept for two (2) years.

5. Review the contract for the Secretary and if needed revise same in conjunction with the Department President and Parliamentarian.

6. In January, February and March of the odd years, place a notice in the Department newsletter and on the Auxiliary website stating the position of Executive Secretary is open for interested members. Include with the notice, the following criteria:

    a. The position is for a two (2) year term and applicants must have a minimum of three (3) years as an active, participating member of the AMVETS Ladies Auxiliary.
    b. The deadline for applying for the position if May 1.

ARTICLE II – RECEIPT OF INTEREST IN POSITION

1. When you receive an inquiry of interest for the position, mail the following to the interested member:
    a. Application – with a note this is for a two (2) year term and the application is due back to you by May 1.
    b. A copy of the Department Secretary's instructions (get copies from the current Department Secretary for your files).

2. Make sure to make an announcement of the Department Secretary's office being open for interested members at the Spring SEC meeting so it is in the minutes.

3. Inform the applicant of the following criteria for the position:

    a. Applicant must have basic secretarial skills, typing, filing, computer, etc.

b. Applicant must have good communication skills, both written and oral.
c. Applicant must have space for operating equipment, file cabinets, supplies, copier, computer, desk and possible more.

ARTICLE III – COMMITTEE DUTIES AND INTERVIEW PROCESS

1. When applications have been returned, review the resume and check all references, both personal and professional. Document same.

2. After the deadline date of May 1st, notify your committee members of the number of applicants to be interviewed and the starting time of the interviews.

3. Notify the applicant(s) of the date and time of her interview. These are to be set after SEC and before the start of Convention.

4. The committee is to use the pre-printed interview questionnaire for all applicants.

5. Advise all applicants of the compensation the Executive Secretary will be allowed. This is subject to change when Bylaws are reviewed at Convention.

6. The contract will not be filled out and signed until the close of the Department Convention.

ARTICLE IV – SELECTION OF THE EXECUTIVE SECRETARY

1. After all applicants have been interviewed, the committee will discuss the qualifications of each and select the most qualified applicant who will work in the best interest of the Department.

2. When the selection has been made, the Personnel Chairman will inform the members of the S.E.C. at Convention for approval. She shall also set a time with the Department President to make the announcement on the Convention floor sometime on Saturday.