

SECOND VICE PRESIDENT'S INSTRUCTIONS

ARTICLE I – GENERAL INFORMATION

1. At the Post Convention S.E.C. meeting, you will ask for approval of any special Chairman's award you wish to present. If not available at this meeting, you may ask for the approval at the Fall SEC meeting.
2. You are a member of the Personnel Committee.

ARTICLE II - DEPARTMENT CHILD WELFARE PROJECT

1. The Department project for Child Welfare is Penrickton Center for Blind Children.
2. After conferring with the Department President, you are to arrange a visit to Penrickton. Once the date has been confirmed, you will put an article on the Department website and/or in the monthly newsletter inviting all members of the AMVET family to join in the visit. In your article, stress that if a member plans to attend the visit, they are to contact you so you can notify Penrickton with the approximate number of people who will be on the tour.
3. Once the President has drafted her tentative Convention agenda, contact Penrickton to confirm their attendance so you can present them with their donation check. If a Penrickton representative is unable to attend convention you will compose a letter, enclose their check and forward it to their headquarters.

ARTICLE III – WORCHID

1. In your bulletins, you will promote the Worchid program and explain how this program works with the children of deceased Veterans.
2. Advise the Local members how they can work with the Local Veteran's Council or funeral home for the names of deceased Veterans with children under 18 years of age.

ARTICLE IV – SERVICE OFFICER'S REPORTS, CORRECTIONS, COMPILING

1. Service report forms from Local Auxiliaries must be postmarked either by the Post office or by e-mail by November 5th for the Mid-year report and May 5th for the Final report. When you receive the report, staple the envelope to the report. You must notify the local Auxiliary Officer regarding the postal or e-mail date if the report is late.
 - A. If reports are submitted electronically, you will download a copy of the e-mail which shows the date submitted.
 - B. When the deadline falls on a Sunday or a holiday, the next business day will apply for the Post Office date.

2. You must place your initials next to any changes when you make a correction on Mid-year and Final reports. Corrections are to be made in RED only. You must notify the Local Auxiliary Officer by letter explaining in detail any errors you found. Local Officers are to be notified of both Mid-year and Final report corrections.
 - A. Mid-year correction letters are to be mailed no later than twenty (20) days after the Department Officer receives them.
 - B. Final corrections will be in letter form made out by the Department Officer and passed out to the Local Auxiliary Representative on the Convention floor, after the awards presentations.
 - C. If the Local Auxiliary is not represented at Convention, the letter is to be forwarded by mail to the respective Local Officer for her files.
3. Service Officers shall send one copy of their completed Mid-year report postmarked or emailed no later than November 20 and Final report postmarked or emailed no later than May 20 to the Department N.E.C. Woman.

ARTICLE V – JUDGING AND AWARDS

1. The Youth Volunteer certificates are to be the responsibility of the Local Auxiliary in the purchasing and presenting of said certificates. It is the responsibility of the Local Auxiliary Officer to report youth volunteers to the Department Officer, who in turn will be responsible to have same printed in the Department and National books. The only Youth Volunteers to have their individual names listed in the Convention books are Jr. AMVETS and those volunteers affiliated with the AMVETS family. The Youth Volunteers from schools or clubs are to be listed in the Convention Book by school or club, number of volunteers participating, number of hours for all volunteers, and a list of projects they participated in.
2. Bring all Mid-year reports to the Honor & Awards meeting, which is normally scheduled before the Spring S.E.C. meeting, so all the Service Officers can meet with the Honors and Awards Chairman to become familiar with the various programs they will be judging at the Department Convention.
3. To be eligible for any Department Service Award, a Local Auxiliary must follow the Donor Rules.
4. For award judging at Convention, bring all your Final & Mid-year reports to the Honor & Awards Committee meeting. Be prepared to only discuss your top five (5) Final reports. If your awards indicate two categories of selection (10-40 members & 41 members and over), separate your Final reports into those categories and be prepared to discuss your top five (5) Final reports in each category.
5. You can receive information regarding donations (from the Local Auxiliaries) from the Treasurer at any time.
6. You will serve as a member of the Honor & Awards Committee and will meet at the Department Convention to judge all service program reports.

7. You and the Department President will sign the certificates for the winning Child Welfare reports.
8. The decision of the Honor & Awards Committee is final.

ARTICLE VI – CONVENTION DUTIES

1. If scheduled, you will act as Chairman for your committee meeting at Convention. The time of the meeting and meeting room information is on the Convention Agenda. This meeting is for any Auxiliary member who has a special interest in your program.
2. If you have a committee meeting at Convention:
 - A. Your report must be given to the Department Secretary and Parliamentarian immediately following the meeting if there are any recommendations.
 - B. If there are no recommendations to be voted on by the Convention Body, give the Secretary a copy of your report after it has been read on the Convention floor. Any exception to the deadline must be approved by the Department President.
 - C. Inform local members they are all welcome to attend.