

DEPARTMENT EXECUTIVE SECRETARY'S INSTRUCTIONS

Article I – General Information

1. You shall read your instructions (including the All Officers Instructions) within fourteen (14) days following the Department Convention. The Department Parliamentarian shall contact you after the fourteen (14) days to answer any questions you may have regarding your duties.

Article II – Department Convention

Prior to Convention:

1. You are responsible for preparing the Department Convention books and making enough copies for the total pre-registration plus ten (10) extra for those who register at Convention. The following items are to be included in the Convention book:
 - a. Bulletins which you will receive from the Department President and Service Officers.
 - b. The Convention agendas (general daily & daily session) sent by the Department President.
 - c. The Convention Rules & Election Rules prepared by the Department Parliamentarian.
 - d. Finance Report prepared by the Department Treasurer.
 - e. Final Membership Report prepared by the Department 1st Vice.
 - f. Service Officer's Department Report to National received from the NEC Woman.
 - g. Welcome letters from the Department President and Convention Chairman.
 - h. Auxiliary Preamble, Code of Ethics, Aims & Purposes, Credential pages, Nomination/Election pages and Election tally sheets. You will also include lists the following: Department Officers & Chairmen, Past Department Presidents, donations from the Locals & Districts and the Youth Volunteers from the NEC Woman's report.
2. Letters will be sent to each Local Auxiliary twenty (20) days prior to Convention. It shall include:
 - a. A report of their delegate strength at the Convention. You will receive a listing of those Auxiliaries 'not in good standing' from the Department Parliamentarian.
 - b. Convention Delegate/Alternate Credential slips (provide extra copies to the Registration Desk at Convention).
 - c. Each Auxiliary shall have three (3) days to protest and/or correct the information.

3. You need to prepare the certificates for the Honor & Awards program. You will receive the pages naming winners in each category from the Honor & Awards Chairman following her meeting.
4. Depending on the Department 1st Vice President, you may need to prepare Membership certificates for the Convention (100% renewal by 10/31, 100% or more equivalent by Convention). If you are requested to do the certificates, you will be given the information from the 1st Vice President two (2) weeks prior to Convention.
5. You need to prepare the name badges for the Department Officers and Chairmen, the Past Department Presidents and the pre-registered Convention Delegates and Alternates. Be sure to have blank badges for the Registration desk.
6. You will need to prepare a Registration book which includes the following information:
 - a. Registration/Status sheet for each local Auxiliary which include a list of the pre-registered Delegate and Alternates.
 - b. Department Officers and Past Department Presidents.
 - c. Room to write in those who register at Convention, including guests.
7. You shall prepare Credential pages for the Convention books and extra copies for the Credentials Chairman. They will include a row for each local Auxiliary with columns for the following: total membership, Department Officers allowed & registered, Past Department Presidents allowed and registered, Delegates allowed and registered, guests registered, total registered and total vote allowed.
8. You will make 50 copies of each Department Officer's Activity report, received by you by the deadline (21 days prior to the start of Convention), to have available on the Convention floor at the back of the room. Department Officers whose reports are received after the deadline will need to be notified and informed that they are responsible to bring eighty (80) copies to have available on the Convention floor.

At Convention:

1. You will take minutes of the pre-convention SEC meeting, all sessions of the Convention and the post-Convention SEC meeting.
2. Any Department Officer who has recommendations from her committee meeting will give you a copy to prepare for distribution on the Convention floor. This is to be received immediately following her meeting, unless excused by the Department President.
3. At the close of the pre-convention SEC meeting and each session of the Convention, you will meet with the Department Treasurer to verify all funds turned in that day. At that time, vouchers and checks can be prepared.

4. Be available to make copies, type, or help the Department Officers in any way possible.
5. Be sure to have the Installing Officer and the President sign the Revalidation Form.
6. Thirty (30) minutes prior to the start of registration, give the Convention Chairman the following:
 - a. Pre-registered Delegate/Alternate Credential slips
 - b. Prepared name badges
 - c. Blank badges for the Registration table
 - d. Registration book

Following Convention:

1. The Department Revalidation form must be completed and sent to National Headquarters by the National deadline date. (on or before July 1st, a 5-day grace period shall be allowed if a Convention is held during the last week-end of June). Copies are also given to the AMVETS Executive Director and the Incoming Department President and Department Parliamentarian.
2. Upon approval of the minutes, you shall forward them on the Department Webmaster to be posted on the website.
3. Mail all donation checks approved at the Convention, unless the Department Service Officer wishes to send the donation. Addresses to be provided by the Department Service Officers.

Article III – SEC Meetings

1. You shall take minutes of the Fall SEC and Spring SEC meetings.
2. Immediately following the close of the SEC meeting, get with the Department Treasurer to review vouchers and write checks to those receiving mileage, or requested receipt reimbursement.
3. Upon approval of all minutes, you shall forward them on the Department Webmaster to be posted on the website.
4. Any correspondence received by the Department should be read with the Department President's approval.

Article IV – Membership

Membership Cards:

1. You are responsible for sending the Local Auxiliaries their membership cards within ten (10) days after receipt from the Local Auxiliary, assuming the cards have been received from National Headquarters. Local Auxiliaries shall retain the privilege of signing the annual membership cards as issuing Officer.
2. A form letter written on Department letterhead and signed by the Department President, “Greetings to the New Member” is to be sent to Local Auxiliaries with the membership cards of all new members. A form letter written on Department letterhead and signed by the Department President, “Welcome Back to the Auxiliary” is to be sent to Local Auxiliaries with the membership cards of members who let their membership lapse and have rejoined. (These are both given to you by the Incoming President at the post-Convention SEC meeting so you can make copies for distribution.)
 3. When an Auxiliary member purchases a Life Membership, the annual membership card will be sent to her so she will have proof she is a member in good standing, until her Life Membership card is received from National.
 4. When cards are received from National Headquarters put them in alphabetical order by Auxiliary. Divide them by Auxiliary using tabs, index cards, etc. and keep them in a file box.
5. The Department 1st Vice President gets the Department portion of the card.
 6. Make up Membership contest forms for the Department 1st Vice President if requested.

Dues & Remittance Forms:

1. Process D & R's when they are received as follows:
 - a. Verify the payment check is for the correct amount
 - b. Make three (3) copies of the form – the original is mailed to National, a copy is mailed to the Department 1st Vice, a copy is returned to the Local Auxiliary with the membership card(s) and a copy is retained for your files; as well as any Life Member forms, change of name/address forms, etc.
 - c. Type up membership cards for new members, members with names changes, IF requested and/or temporary Life Member cards for new/renew to Life members.

2. Send the Department 1st Vice President her copies of the D & R's once or twice a week. Include the original Membership Contest forms (sign a new member, renew yourself, etc.).
3. Once a month (more often if several D & R's are received), prepare a National Transmittal form, get a check from the Department Treasurer and mail the original copies to National Headquarters. Before mailing, copy each sheet sent to National. Keep the copies in a binder.
4. Rosters of each Auxiliary are kept which continue from year to year. Update individual Auxiliary rosters with the dates paid. Add new members, update status (new, renew, renew to life, etc.).
5. If there are any discrepancies, illegible writing, or questions on a D & R, call the local 1st Vice who prepared the D & R.
6. If D & R's are incomplete, at the discretion of the Executive Secretary, they may be returned to the local Membership Chairman.
7. After processing, keep all D & R's received in a folder, binder or hanging file by Auxiliary number. Use whatever is most convenient for you.
8. Keep an updated membership chart listing each Auxiliary's life members, life members due, new life, renew to life, annual paid, annual due, new members and total current membership. Compare your Membership chart totals monthly with the Department 1st Vice President.

Article V – Bulletins & Mailings

1. Check the Local/District Revalidation Forms for the name and address of the person who will get the official mailing from the Department. Make labels for each. Also make three or four labels with the name (and address) of each Department Officer.
2. Special items that must be included in bulletins or mailed separately:
 - a. Revalidation forms will be sent to each Local Auxiliary in the March Convention Digest.
 - b. Honors & Awards Donor's Rules – to be in the March Convention Digest.
 - c. The mid-year membership chart will be put in the March Convention Digest.
 - d. Convention status report – to Local Auxiliaries twenty (20) days prior to Convention
 - e. Tentative Convention agenda will be in the March Convention Digest

Article VI – Fall Conference

1. The Fall Conference Chairman will prepare a Fall Conference agenda and will forward it to you no later than fourteen (14) days prior to Fall Conference to be prepared for distribution to the members when they register. All materials used for the instruction classes are to be to you twenty-one (21) days prior to Fall Conference.
2. A welcome letter from the Fall Conference Chairman and Department President is to be to you twenty-one (21) days prior to the Fall Conference.
3. Pre-registration forms will be submitted to the Department webmaster to put on the Auxiliary website approximately sixty (60) days prior to Fall Conference. You shall also submit the agenda to the Department webmaster to post on the website when it is received from the Department President.
4. You will prepare pre-printed badges for the pre-registered members. Blank badges will be made available to the registration desk for those not pre-registered.
5. The only members who registration fee is waived is: Department President, Fall Conference Chairman, Instructors (limit of 3), National President and any out-of-State guests.
6. Have all agendas and welcome letters at the registration desk at least thirty (30) minutes prior to the start of registration.

Article VII – Revalidation Forms

1. New Revalidation forms must be sent to each Local Auxiliary in the March Convention Digest
 - a. Include instructions for completing the form.
 - b. Clearly inform the Auxiliary the form is to be sent to the Department Parliamentarian and postmarked thirty (30) days prior to Convention.
 - c. The Department Parliamentarian will forward copies to you as they are received.
2. Compile listings of all Local Presidents, 1st Vice Presidents, 2nd Vice Presidents, 3rd Vice Presidents, and so on down the list. These lists are given to each new Department Officer at the post-Convention SEC meeting. The President's listing section is sent to National Headquarters.

Article VIII – Instructions – Department & Local

1. Update your Secretary instructions as necessary. These must be sent to the Department Parliamentarian no later than January 1 for approval at the Spring SEC meeting.
2. Send copies of the current Local Officer's instructions to the corresponding Department Officer for review by April 1st. Advise the Department Officer she is to make any corrections necessary and return to you by April 20th. If they have no corrections/revisions, they are to let you know they are correct as presented to them.

Article IX – Financial

Auxiliary Checks:

1. The Executive Secretary receives all checks from local Auxiliaries & Districts, (i.e. membership, donations, hospital).
2. Deposit all checks into the General Account. After deposited, you will transfer the funds to the proper accounts.
3. Deposits shall be made based on the amount of funds received, but do not hold checks longer than ten (10) days.
4. After writing checks, the Department Treasurer shall forward them to the Executive Secretary for her signature and she will disburse them.
5. After the Executive Secretary has transferred monies from the General Fund into the proper accounts, she will forward a copy of the transmittal to the Treasurer.

Department Transmittals:

1. List every check received with the D & R's, include a breakdown of number of Life members, number of new members, number of renewals. Also, breakdown how the dues money is divided (State, National, Hospital, Life Reserve, donations etc.).
2. List the transmittals in numerical order.
3. Make sure your totals on the transmittal match the check totals.

4. Make a copy of each transmittal and two (2) copies of the checks.
5. Bank deposits must match the total amount on the transmittal.
6. After depositing the money in the bank, send the Department Treasurer the original transmittal, one copy of the checks and the original deposit receipt from the bank. You may want a copy of the deposit receipt for your records.
7. Keep the transmittals and copies of the checks in a 3-ring binder or folder for easy access.

Article X – Budget

1. Per Department Bylaws, you will meet with the Department Treasurer, no later than May 1, to compile the proposed budget to be presented to the Finance Committee prior to Convention. You will prepare the copies needed by the Department Treasurer for her committee meeting.
 - a. You shall contact the Incoming President to get information on her proposed appointments to help with the compiling of mileage for the proposed budget.
2. The Convention Chairman, Fall Conference Chairman or the AMVETS Executive Director will provide information regarding lodging costs at Convention and Fall Conference.
3. Anticipated income for the next year is estimated from the number of memberships in the current year.
4. For purposes of the budget, the Department Convention books, Fall Conference Books badges, certificates, etc. are considered part of the Executive Secretary supplies and are not charged to the individual event.
5. Prepare fifteen (15) copies of the proposed budget for the Finance Committee meeting at the Department Convention. Make enough copies of the Finance Committee approved budget for distribution to the Department Delegates one day prior to voting on the budget.
 - a. The final adoption of the budget is made by the Convention body after review of the recommendations from the Finance Committee.

Article XI – Convention Digest

1. Donor rules will be updated by the Department Honor & Awards Chairman and she will forward them to you NO LATER THAN March 1st.

2. The Donor rules will be part of the Convention Digest and will be forwarded to the Local Auxiliaries by the middle of March.
3. Items which go in the Convention Digest:
 - a. Revalidation Form with instructions
 - b. Donor's Rules (Honors & Awards Chairman)
 - c. Convention Hotel Information (Convention Chairman)
 - d. Tentative Agenda (Department President)
 - e. Bulletins from the President, Membership (1st Vice), all Service Officers, Treasurer, Parliamentarian, Ways & Means and any other Officers who wish to have something included.
 - f. Pre-registration slips
4. Convention Digests are mailed to each Local Auxiliary President, all Department Officers and those members who have paid to receive the Department newsletter.

Article XII – Poll Votes

1. At the request of the Department President, the Executive Secretary will e-mail or mail poll votes to each member of the Executive Committee. She shall inform the officers to return the vote to the Department Parliamentarian only if voting no. The Department President will establish a deadline date for replying.
2. No poll vote may be sent without the knowledge of the Department President.

Article XIII – Miscellaneous

1. A copy of all National donations from the Local Auxiliaries and the Department will be sent to the NEC Woman by November 15th and May 15th.
2. A chart/list of all donations sent to the Department programs shall be sent to the Honors and Awards Chairman prior to the Honors & Awards meeting at Convention.
3. The Executive Secretary will have a specified amount for various items as determined by the budget approved at the Department Convention. No monies will be disbursed beyond the budgeted amount.
4. You may receive mileage for Fall and Spring SEC meetings, the budget meeting with the Treasurer and the Department Auxiliary audit.

5. If an AMVET Post is interested in starting an Auxiliary, you will send them a starter kit consisting of:
 - A. Department By-Laws & Standing Rules.
 - B. Department Officers List.
 - C. Sample By-Laws
 - D. Sample agenda.
 - E. Local Officers instructions.
 - F. Charter Application
 - G. Membership application forms.

6. Notify the District President from that area when a starter kit is sent.

Article XIV – Sunshine Fund

1. The Department of Michigan has established a Sunshine Fund for the purpose of giving a small gift to ill or injured Auxiliary members who meet the program requirements.

2. A copy of the complete guidelines shall be in the Department Chaplains file and the Executive Secretary's file.

3. The Department Chaplain shall be the Department contact for this program and she will be the person who determines if the Sunshine gift will be sent.

4. When the Chaplain determines a gift is to be sent, she will contact you with the information needed to contact the local Auxiliary representative to contact. You or the Department Treasurer will forward a check to the Department Chaplain at this time.