

AMVETS Ladies Auxiliary Department of Michigan
LOCAL PRESIDENT INSTRUCTIONS
2020-2021

#1 It is your responsibility to preside at all local meetings. Conduct the meeting in a business-like manner according to Parliamentary Procedure.

#2 Be prepared. Have an agenda. An agenda and guidelines can be found in the AMVETS Ladies Auxiliary Manual. You will only vote in the event of a tie or on a secret ballot.

#3 Start the meetings on time. Try to limit meetings to two (2) hours or less. Use the gavel and limit discussions to the business at hand. Make sure your Parliamentarian is present at your meetings. If she is absent, appoint another member to act in that capacity during your meeting to help maintain procedural order or respond to procedural questions.

#4 Provide all members an equal opportunity to voice their opinions. You should limit the amount of time spent discussing each issue. Everyone with an opinion should be able to voice that opinion once in an initial round after they have been recognized by the chair. A retort by anyone who has already had a turn is out of order in this initial round of discussion. Once everyone who has raised their hand and been recognized you can ask if anyone has one more comment/question etc. You should limit each person to two questions / comments. You may wish to appoint a timekeeper to limit the amount of time spent discussing each particular issue. After this, if appropriate you could have your vote or table the motion, if any, for a later time.

#5 Discover the talents and abilities of members and place them on committees where they are best suited.

#6 Bring National and Department newsletters, bulletins and correspondence to the meetings to keep the members informed so they may take any action which is necessary. Distribute National and Department bulletins to the appropriate Officers and Chairmen of the Auxiliary.

#7 As President, you must learn to delegate tasks. Give the members a chance to serve and let the Officers and Chairmen do their jobs.

#8 Remember - any activity (program and/or fundraiser) which carries the name of your local Auxiliary must be cleared through your AMVETS.

#9 Make sure the service work being done by the members of the Auxiliary is reported to the next level by the stipulated deadlines.

#10 Recognize and praise the good work done by the members - it pays big dividends!

#11 Make sure the Officers and Committee Chairmen of the Auxiliary receive the portion of the Convention Digest which pertains to their office or committee and any awards the Auxiliary desires to apply for are completed in accordance with the guidelines set forth in the Digest.

#12 Make sure the Charter Revalidation Form is completed and filed with the Department Parliamentarian on or before the deadline date. This is very important! Failure to do so could prevent your Auxiliary from being seated at the Department Convention. Also, have your Secretary mail a copy of the revalidation form to your District President. IMPORTANT: To remain in good standing, all Local Auxiliaries must file an e-postcard or 990 with the IRS. A copy must remain in your files but does not need to be submitted to the Department Parliamentarian.

#13 Be available to represent the Auxiliary at all events where the presence of the President will bring attention to AMVETS Ladies Auxiliary. If you are unable to do so, send the 1st Vice President or another Officer to represent the Auxiliary.

#14 Maintain proper files as they pertain to the office of President and turn these files over to your successor.

#15 As President, it is your responsibility to oversee your Officers to make sure they are able to fulfill their duties and offer help and guidance when necessary.

#16 When you take office, make sure you have made appointments for any open offices within your Local. Be sure to appoint a Grievance Committee Chairman and two committee members. Doing this at the beginning of your year will ensure you are prepared for any grievance hearing which may come up.

#17 Become familiar with your Local and Department Bylaws and Standing Rules to help guide you and to respond to member questions or concerns which might come to you.

Last reviewed & updated by Bertha Lema, Department President

5/2020