

DEPARTMENT 1st VICE PRESIDENT'S INSTRUCTIONS

Article I – General Instructions

1. If you are going to have a special program, contest or Chairman's award for Membership, you will need to present it/them at the post-Convention SEC meeting to get approval.
2. Keep the local Auxiliaries informed of any membership changes, contests, etc. Encourage them to remit membership renewals and their Life Member Hospital donations by October 31. Explain these are the funds the VAVS/MVH Representatives receive for use in our hospital programs for our Veterans.
3. You are a member of the Personnel Committee.
4. In your final bulletin, remind the District Presidents and Department Executive Secretary they are required to attend your Membership Committee meeting, if held. Urge local Membership Chairmen and other members they are all welcome to attend.
5. If you choose to list the top ten (10) Auxiliaries in any article/bulletin, it must be done by the strength of the Auxiliary, not by Auxiliary activity.
6. Be sure to read the Incoming President's Instructions so you will be prepared when you arrive at Convention.
7. You will send renewal notices to the annual MAL members. You will collect payments from these annual MAL members and complete the D&R. Forward the D&R and payments to the Department Executive Secretary.

Article II – D & R'S and How to Compile Reports

1. D & R's, deceased member notices and various changes will be sent to you frequently from the Department Executive Secretary, as she receives them from the local Auxiliaries. You will keep a roster of each Auxiliary with their current members by name and current membership status. Be sure to make changes on the roster when Change Forms or other corrections are received from the Department Executive Secretary. Retain copies of all documents in alpha or date order, whichever is most appropriate depending on the type of document received.
2. Deceased members in Michigan are removed from any current membership totals immediately. Adjustments to your roster and membership chart are coordinated with the Department Executive Secretary.

3. If an Auxiliary has notified you a member is deceased, the member is not counted as a renewal due for any renewal contest.
4. To remove a Life member from the roster, proof is needed that the whereabouts of the member is unknown. This is done by the Local Auxiliary. They send a letter to the member using the address from the National roster. If the letter is returned by the Post Office with "address unknown", the Local 1st Vice makes a copy of the envelope for the local files and forwards the original envelope to the Department Executive Secretary with the completed transfer form for MAL (member at large).
5. Keep an official Department membership chart listing prior year ending totals as your beginning year totals as well as columns for: renewals, new, renew to life, new life and life members. Update this chart frequently as you update your membership rosters. Compare your records and totals with the Department Executive Secretary at least monthly – more frequently if needed. Your goal is to always have your records and the Department Executive Secretary's records match.
6. The cutoff date for current year D & R's to the Department Executive Secretary is May 31st. Any memberships received after that date will be held for the following year.

Article III – Auxiliary Rosters

1. You shall receive two sets of the National Roster printout of current Michigan local Auxiliary members from the Department Executive Secretary. One set is to be separated by local Auxiliary and mailed to the local 1st Vice President of each local Auxiliary or designated Membership Chairman within five (5) days of receipt. Enclose a letter stating if there are any errors on the printout, the local Auxiliary Representative needs to advise the Department Executive Secretary immediately. Keep the second set of National rosters in a binder or file for your records.
 - a. National Rosters are to be reviewed, corrected and returned to the Department Executive Secretary within fifteen (15) days.
2. Two (2) up to date membership charts shall be sent via email (regular mail to those with no email) to each Local Auxiliary 1st Vice President during the year, as well as a copy of their updated member roster. These charts and rosters represent information you have received from the Department Executive Secretary, who has documented and confirmed them as she receives them from the local Membership Chairmen. You will include a letter indicating what is included and instructing the local Membership Chairman to notify the Department Executive Secretary of any corrections immediately.

- a. The first mailing will include a chart of total Department membership as of 12/31 as well as the local Auxiliary roster listing each member. Your chart indicating Department membership through 12/31 must be completed, confirmed with the Department Executive Secretary and mailed by you to the local Auxiliaries no later than January 10.
 - b. If a local auxiliary officer is an annual member who does not renew her membership by the final deadline, she must be replaced, with notification of this requirement sent to the Local Auxiliary President and Local 1st Vice President. Provide copies of this communication to the Department President, Department Parliamentarian, Department Executive Secretary and the District President, if there is one.
 - c. The second mailing will be sent to the newly elected Local Auxiliary 1st Vice President and includes the total Department membership chart as of 5/31 and the updated Local Auxiliary roster. Be sure to fill in the ID number of last year's new members. Make sure to confirm your information with the Department Executive Secretary as the final chart will be included in the Convention Book. This mailing must be sent on or before June 5. Immediate notification to the Department Executive Secretary of any errors is critical.
3. Compare all corrections/changes you receive with the Department Executive Secretary monthly and update your records to reflect the corrections/changes.
 4. You shall send a copy of all local rosters to the Department Parliamentarian no later than April 10th, so she has them to use as verification of members on the Revalidation forms.

Article IV – Reports

1. You should work closely with the Department Executive Secretary so both your records and hers are correct before doing the Department Mid-Year (12/31) and Final (5/31) membership charts. These charts are your reports.
2. You shall send a current membership chart to each Service Officer mailed/e-mailed by November 5th so they can review the figures for their reports. Send a copy of the final chart to the Honor & Awards Chairman as soon as it is completed.
3. No later than January 10th, you shall send letters or e-mails to each auxiliary with Life members still owing hospital donations after December 31st. Advise these local auxiliaries they are now considered not in good standing until the donation(s) have been received by the Department Executive Secretary. Inform the Department President, Department Parliamentarian, and the Department Executive Secretary to whom the letters have been sent.

Article V – Membership Contests

1. The Department 1st Vice President is allowed to have up to three (3) special membership contests during her year with prizes set according to the funds available from the .25 reserved from each annual member's dues. Check with the Department Treasurer prior to convention on funds available for all contests.
2. The membership contest deadline will be May 31st for an Auxiliary to be eligible for the various membership awards.
3. Each Auxiliary which is 100% renewed by October 31, will be awarded a check in the amount of \$25.00 from the membership reserve account. The D & R must be received by the Department Executive Secretary postmarked by November 5th. Renewal is defined as 100% of the previous year's annual membership, with the exception of a death or a transfer.
4. Early Bird Contest – In November, document the names of all who have renewed from July 1 through October 31 from D & R's postmarked by **November 5th**. You may determine the prize (amounts and number) not to exceed a total of \$75.00.

Article VI – Convention and pre-Convention Responsibilities

1. Within a week following the close of Membership year, compare figures with the Department Executive Secretary to determine Membership winners for the Class A, B & C awards. The Honors & Awards Chairman will ask you for the winners as these awards are presented during the Honor & Awards program at Department Convention.
2. Be sure you have an award to be presented for each of your membership contests. You will present them during your Membership report on the Convention floor. The Department Executive Secretary will make the contest award certificates for you if you give her the information no less than fourteen (14) days prior to Convention, unless the contest is a drawing which will be held at Convention.
3. Prepare envelopes for winners of the Department Membership Contests. You will need to contact the Department Treasurer fourteen (14) days before Convention to let her know how much money you will need, so she can write a check prior to her cut-off date.
4. After the membership contest drawings, you will list the winners of each drawing and give a copy to the Department Executive Secretary. Each winner called, or a

representative from her Auxiliary or the District President, will pick up the envelopes with the money when you announce the winners on the floor.

5. If you have a Membership Committee meeting at Convention:
 - a. Your report must be given to the Department Executive Secretary and Department 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 Department Executive Secretary a copy of your report after it has been read on the Convention floor.
 - c. Any exception to the deadline must be approved by the Department President.
 - d. Remind the District Presidents and the Department Executive Secretary they are required to attend.
 - e. Inform local Membership Chairman and other members they are welcome to attend.

6. Be sure you have completed the preparations indicated in the Incoming President's Instructions before arriving at Convention.