

DEPARTMENT CONVENTION CHAIRMAN'S INSTRUCTIONS

Revised 2023

Section I – General Information

1. You are required to attend the Spring and pre-Convention SEC meetings and will receive mileage for these meetings only.
2. You are to choose a Credentials and Attendance Prize Chairman. If you have this information at the post-convention SEC meeting, you will need approval of the President and the SEC. If you don't have the information yet, get approval at either the Fall or Spring SEC meeting. Advise both chairmen they will need additional workers to assist with credentials and attendance tasks.
3. The duties of the Credentials Chairman are listed in Section VI, Registration & Credentials in these instructions. Please be sure to forward them to your Credential Chairman.
4. The duties of the Attendance Prize Chairman are as follows:
 - a. You will get the tickets for the drawings from the Department Secretary or Convention Chairman.
 - b. You will handle the drawings for the attendance prizes, at the times designated on the agenda.
 - c. You will be prepared to draw numbers at a moment's notice, if needed.
 - d. Pages will assist you in the distribution of the prizes.
 - e. Attendance prizes may be turned over to the Attendance Prize Chairman, Sergeant at Arms or you, as Convention Chairman.
5. As soon as possible after your appointment, make contact with the appropriate AMVETS Dept Officer to introduce yourself as the Convention Chairman for the Auxiliary and find out when there will be a site visit. You will receive mileage if you have to travel more than fifty (50) miles round trip for the visit, not to exceed the amount budgeted. At this time, you should be able to get the following information: hotel address & phone number, room rate, reservation code, cut-off date and any meeting room costs.
 - a. You will also approve the room to be used for the Convention and an office for the Executive Secretary, preferably as close to the Convention room as possible. The Convention room will be used for the following meetings: Honors & Awards meeting, pre-Convention SEC, Finance meeting, Bylaws & Resolutions meeting, Scholarship judging, Scrapbook judging and post-Convention SEC meeting.

- b. Advise the hotel representative you will need to have a separate bill for the Auxiliary meeting room charges which will be paid on Sunday before we leave.
 - c. Advise the appropriate AMVETS Dept Officer to provide a copy of the signed contract for the Department Treasurer's records, as soon as possible.
6. Turn in all monies daily to the Executive Secretary during the Department Convention and obtain a receipt for same. Ten (10) days following the Convention, you will submit a written report of all receipts and expenditures to the Department President, Executive Secretary, Webmaster and Department Treasurer. The Webmaster will post the report on the Auxiliary website.
 7. At the post-Convention SEC meeting, you will give a report which will include how many Department Officers, Past Department Presidents, Delegates, Alternates and guests registered and the amount of monies taken in for registration.
 8. There is a budget item established for you as Convention Chairman for lodging up to three (3) nights which will be paid by the Department Treasurer. Any extra charges will be your responsibility.
 9. Your banquet ticket will also be paid for along with one for your spouse, if in attendance.

Section II – Convention Book – AMVETS & Auxiliary

1. Remind the Department President to send her Convention agenda to the appropriate AMVETS Dept Officer thirty (30) days prior to the Convention.
2. Prepare a greeting for the Auxiliary Convention book and forward it to the ~~Department~~ Executive Secretary when ready but no later than thirty (30) days prior to Convention.

Section III – Department Convention Requirements

1. Forward the needed information to the President of the Gavelier's, so that she can make the arrangements for the Gavelier's dinner/meeting no later than May 1.
2. Remind the Department President and the Ways & Means Chairman ~~and Department Treasurer~~ that the Executive Secretary will make room reservations for them if ~~they would like her to~~ requested at the Spring SEC meeting. She will secure the reservations with the Department debit card and give everyone their room confirmation number after the reservations have been made. If you have special needs, please let her know if she makes your reservation.

3. You should finalize details for the Convention when you attend the Spring SEC meeting.
 - a You will need a table for registration, tables in the Executive Secretary's office and tables for the Ways & Means Chairman.
 - b The Convention room should be set with a Head Table on a riser which will seat six (6) Officers, a table to the side of the head table for the Executive Secretary and round tables for the remaining Officers, Delegates, Alternates and guests to seat approximately 40 people.
 - c A table will be needed at the back of the room for Attendance prizes and Secretary handouts for each day, a table for the awards on Saturday afternoon and a table on Sunday to display any Scrapbooks.
 - d If there is no extra charge, make arrangements for a table for water and glasses available in the back of the room.
4. Find out if there is an extra charge for sound (microphones, etc.).
5. You will need to remind the Executive Secretary to bring an easel.
6. You will need the podium you received with the files for your office.
7. You will receive a check from the Executive Secretary or Department Treasurer for the donations received from the locals and Districts which were designated for the President's gift. This check will also include the Department donation equal to the cost of a Life membership, if the President is already a Life member.

Section IV – Registration & Credentials

1. Registration times for the Convention will be as follows: **Thursday – 5:30 pm until 6:00 pm; Friday – 8:00 am until 8:30 am and 4:00 pm until 4:30 pm; Saturday – 8:00 am until 8:30 am and Sunday – 8:00 am until 8:30 am.** Members can register at the Auxiliary office when it is open during other times.
2. Officer's badges and their Convention Books can be distributed at the pre-Convention SEC meeting. They will also be available for pick up at the Auxiliary office when it is open.
3. The Executive Secretary will provide the registration book, list of pre-registered delegates, credentials, membership rosters, convention books, blank credential slips and convention badges.

4. Turn in all funds daily to the Executive Secretary and obtain a receipt for same. Make out a complete financial report along with a copy of the registration list and send to the Executive Secretary, Department Treasurer and Department President within fifteen (15) days following the close of Convention.
5. Post-it notes may be found on individual Auxiliary registration sheets which means something may need to be cleared before anyone can register. This helps to remind workers that there may be restrictions on that Auxiliary. The Executive Secretary will provide the list of restrictions.
6. Delegates and guests who are pre-registered have already been verified. Registration workers only need to check off their names in the registration book, give them their badge, a Convention book and any other materials.
7. Registration workers are to check each onsite registration Delegate's credentials and registration book for any restrictions before distributing Convention books. Return the registration book to the Executive Secretary at the close of the Convention.
 - a. The Registration fee shall be \$20.00 for delegates, alternates and guests. Out of State guest's registration fee is waived.
8. The Convention Chairman is to provide a written report of delegates, alternates and guests registered and all monies received.
9. All Credential reports shall be compiled at the conclusion of each registration day, for presentation at the following morning session, with the exception of the Election Credential report, which shall be compiled on Sunday morning. Credential reports are read as is and if any local Auxiliary has a question, they are to go to the registration desk and make corrections.
10. The Credentials Chairman shall choose the registration workers.

Section V – Convention Procedure for the Chairman

1. At the Opening session, call to order and welcome the members and guests. Remind everyone to contact you if they need anything from the hotel. Request the Sergeant at Arms to escort the Department President to the rostrum. At this time, you turn the gavel over to her.
2. Prior to the Saturday morning session, check with the Department President to see when she wishes to introduce her Officers (or if she wishes you to introduce them with her being the last to come in) and the Past Presidents (get a list from the registration desk of Past Presidents in attendance and give to the Department President). Give a welcome to the members and guests.

3. Be present at all sessions and see that everything is running smoothly.
4. You are to notify any Committee chairman holding a committee meeting on Friday of their meeting room number or name. The committee chairman shall notify members of her committee.

Section VI – Post-Convention Reports

1. A report of registration and expenses shall be given at the post-Convention SEC meeting.
2. Place a copy of your report in the Convention file. The report should include the total registration number as well as the financial report.