

DEPARTMENT 1st VICE PRESIDENT'S INSTRUCTIONS

Revised 2023

Section I – General Instructions

1. If you are going to have a special, 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. Send reminder notices by October 1 via email or USPS mail to each Local 1st Vice President stating renewal of their current Honorary members must be on a D&R form with payment sent to the Executive Secretary postmarked no later than December 1. Include a general reminder in your October newsletter article.
4. Be sure to notify the District Presidents and Executive Secretary no later than 15 days prior to Department Convention 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 Section/bulletin, it must be done by the strength of the Auxiliary, not by Auxiliary activity.
6. If you plan to be nominated as the next Department President, be sure to read the Incoming President's Instructions so you will be prepared when you arrive at Convention.
7. **No later than September 30th** you will send to each annual MAL member: a renewal notice/invoice, a completed D&R, and instructions for returning her check with the completed D&R to the Executive Secretary. (Bylaw –Section III, 3-B)
8. In May you should receive copies of the local revalidations from the Parliamentarian. Be sure to place them in your files. They will need to be passed on to the next Department 1st Vice President. They have important information which may be needed from time to time.

Section 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 Executive Secretary, as she receives them from the local Auxiliaries.
 - a. You will keep a roster of each Auxiliary with their current members by name and current membership status.
 - b. Be sure to make name changes on the roster when Change Forms or other corrections are received from the Executive Secretary.
 - c. Retain copies of all documents in a separate folder for each local auxiliary.
2. Deceased members in Michigan are removed from any current membership totals immediately. Adjustments to your roster and membership chart are coordinated with the 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.
 - a. They shall send a letter to the member using the last known address they have in their files.
 - b. 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 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, ~~rejoins~~, renew to life, new life and life members.
 - a. Update this chart as you update your membership rosters. Compare your records and totals with the Executive Secretary at least monthly – more frequently if needed.
 - b. Your goal is to always have your records and the Executive Secretary's records match.

6. The cutoff date for current year D & R's to be sent to the Executive Secretary is May 31st. Any memberships received after that date will be held for the following membership year.

Section III – Auxiliary Rosters

1. You shall receive two sets of the National Roster printout of current Michigan local Auxiliary members from the Executive Secretary.
 - a. 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.
 - b. Enclose a letter stating: “if there are any errors on the printout, the local 1st Vice President needs to advise the Executive Secretary immediately.”
 - c. Keep the second set of National rosters in a binder or file for your records.
 - d. A letter shall be enclosed with each roster advising the local 1st Vice to make corrections where needed, copy each page which has corrections and mail those correction pages to the Executive Secretary by the deadline date.
 - e. National Rosters are to be reviewed, corrected and returned to the 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.
 - a. These charts and rosters represent information you have received from the Executive Secretary, who has documented and confirmed them as
 - b. she receives them from the local Membership Chairmen.
 - c. You will include a letter indicating what is included and instructing the local Membership Chairman to notify the Executive Secretary of any corrections immediately.
 - d. 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.

- e. Your chart indicating Department membership through 12/31 must be completed, confirmed with the Executive Secretary and mailed by you to the local Auxiliaries no later than January 10.
 - f. 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.
 - g. Be sure to fill in the ID number of last year's new members. Make sure to confirm your information with the 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 Executive Secretary of any errors is critical.
3. Compare all corrections/changes you receive with the 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.

Section IV – Reports

1. You shall compare your chart figures with the Executive Secretary monthly so your records and hers match before the Department Mid-Year (12/31) and Final (5/31) membership charts are sent to the locals with their current roster. These charts may be used as your reports.
2. You shall send a current membership chart to each Service Officer by mail or email no later than November 5th so they can review the figures for their mid-year reports. Send a copy of the final chart to the Honor & Awards Chairman as soon as it is completed.
3. No later than December 15th, you shall notify each auxiliary with Life Members still owing a hospital assessment via email or by phone. Advise these local Auxiliaries they will be considered not in good standing until the hospital assessment has been received by the Executive Secretary. Inform the Department President, Department Parliamentarian and the Executive Secretary to whom reminders have been sent.
4. You shall send a current Membership chart report to the Liaison Officer by February 1 and June 1 so she can report our Membership totals to Department AMVETS for their SEC meeting. (2/2022)

Section 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 amount reserved from each annual member's dues. Check with the Department Treasurer prior to convention on funds available for all contests.
2. You shall set the deadline for each of your contests but it should be no later than May 31st.
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 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 which are postmarked by **November 5th**. You may determine the prize (amounts and number) not to exceed a total of \$75.00.

Section VI – Convention and pre-Convention Responsibilities

1. Within a week following the close of Membership year, compare figures with the 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, if you have not already awarded them. You will present any contest awards not presented during your Membership report on the Convention floor. The 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 prior to June 5th 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 make a list of the winners of each drawing and give a copy to the 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 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 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 Executive Secretary they are required to attend.
 - e. Inform local Membership Chairmen and other members they are welcome to attend.

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