

NATIONAL EXECUTIVE COMMITTEE WOMAN'S INSTRUCTIONS

Revised 2023

Section I – General Information

1. As the NEC Woman, you are elected in the even years and shall serve for a two (2) year term.
2. As the Liaison between the Department and National, it is your responsibility to see that all information coming from National Headquarters and any National Officer is forwarded to the Department. Your report to each Department meeting should contain information from National.
3. Anytime an Auxiliary National Officer visits the Department of Michigan, you will make arrangements for her to be met at the place of her arrival by you or another Department Officer.
4. You are responsible for inviting the National President to make her official visit to Michigan at our Fall Conference.
5. When the National President attends our Fall Conference, you shall be sure arrangements are made for a reception for her to meet the members in attendance.
6. You and the Department President are to receive a copy of any/all correspondence to any National Officer sent by any Department Officer.
7. Should you accept an elected or appointed National Office, you will resign your office as NEC Woman. With the approval of the SEC, the Department President will appoint a new NEC Woman.
8. A copy of all National donations from the Local Auxiliaries and the Department will be sent to you by the Department Secretary by November 15th and May 15th.
9. All recommendations, questions and/or requests for the National Auxiliary are to be put in writing from the person requesting same, with an explanation and/or sample. They are to be submitted to you at least fifteen (15) days prior to the SEC meeting or Department Convention.

Section II – Finance

1. You shall receive compensation for National Convention & the NEC meeting as budgeted and approved at the Department Convention. You are to pre-register

yourself for National Convention and the NEC meeting and make your hotel reservation. This is included in the budgeted amount.

2. You shall receive a budgeted amount for entertaining the National President at Fall Conference (if in attendance). The unused monies are to be returned to the Executive Secretary, along with the receipts.
3. When the National 3rd Vice makes her official visit to Paws with a Cause, you or your representative, shall have a budgeted amount to entertain her. The unused monies are to be returned to the Executive Secretary, along with the receipts.

Section III – Reports for NEC Meetings and National Convention

1. Within two (2) weeks of any NEC meeting, you shall submit a report of all action and pertinent information of business conducted to the Department President (for approval) with a copy to the Department Webmaster to be posted on the website once it is approved. You shall forward a copy to the National Parliamentarian within forty-five (45) days of the close of the meeting.
2. You are responsible for giving a copy of your annual report to the Department Publicity Officer/Historian.
3. Department Service Officers shall send you a copy of their Department mid-year and final service reports detailing items of importance happening within their Department service areas. The midyear reports are to be postmarked no later than November 20 and the final reports postmarked no later than May 20.
 - a. You will correct any reports which may have the wrong information (i.e. Child Welfare items included on the Community Service report, etc). When you have made any needed correction(s) and signed the report, you will enclose a letter explaining the correction(s) when you send the Department Service Officer a copy of the report.
 - b. You shall make seven (7) copies of your signed report and forward one (1) copy each to the following: Department President, Department Webmaster, Publicity Officer/Historian, Liaison Officer, the appropriate Department Service Officer, the appropriate National Service Officer (mid-year by December 1 and final by June 1) and a copy for your files.
4. You shall **submit a written report to the National Executive Committee, due February 1, and National Convention, due June 30.** Reports submitted after these dates will not be included in the NEC and Convention books. The outgoing NEC Woman shall prepare the Department report for the National Convention.

Section IV – NEC Meetings and National Convention

1. You shall attend the Spring NEC meeting, the National Convention, post-Convention NEC meeting and any Council of NEC Women.
2. In the event you are unable to attend the NEC meeting or National Convention, by majority vote, the body may seat another member of the Department as a voting representative, if requested.
3. You shall present all recommendations and resolutions from the Department of Michigan at an NEC meeting and/or National Convention and report back to the membership.
4. You will bring back any changes from the National Convention regarding the Americanism Poster, Essay and Flag Coloring contests which you will give to the Americanism Chairman immediately for her files.
5. At the National Convention, the outgoing President and the NEC Woman are to poll the Michigan delegation and vote with the majority. The EXCEPTION would be when mandated by the Department Convention Body they are to vote as mandated.
6. You shall prepare by the Department deadline dates an article for the Department newsletter and a bulletin for the Department website reminding the local Auxiliaries about competing for the “Local Auxiliary of the Year” award given at National Convention.
7. You are to make recommendations to National regarding qualified Michigan members who are interested in serving on National Committees. Do this by the National deadline.
8. If a committee member from Michigan knows in advance that she will not be attending the National Convention and/or committee meeting, she is to notify you so you can notify the National Chairman.
9. You shall prepare the Department's entries for the National Awards according to the specifications on the entry forms supplied annually in the Convention Digest.