

# DEPARTMENT PRESIDENT'S INSTRUCTIONS

Revised 2023

## Section I – General Instructions

1. You should connect via email, phone or in person with the outgoing President within fourteen (14) days to review any matters which may still be pending from her year and any other advice she may have which may be necessary for you to make a smooth transition into your role as Department President.
2. You should have an official photo taken as soon as possible and have a minimum of two (2) 5x7 photos made for your Scrapbook and for the PRO/Historian's file.
3. Nothing is to be worn on your uniform this year except your Department President's pin. You are to show no number on your hat. This year you belong to every Local Auxiliary in the Department of Michigan.
4. Ask the AMVETS Department Commander and/or appropriate AMVETS Dept Officer to put you on their mailing list.
5. Make sure you are familiar with the National Grievance/Appeals procedure.
6. If you are invited to attend a function and can't attend, ask one of your Officers to represent you. When no one is available to represent you, send greetings by mail.
7. You shall prepare a page for the historical book to be kept in the PRO/Historian's file and it shall contain the following:
  - a. A list of current Department Officers and their projects
  - b. A brief description of your year as President
  - c. A 5x7 photo of yourself
8. Until the time the 4<sup>th</sup> National District organizes as a District Auxiliary, the Department President will not attend the Round Table if it conflicts with a department function.
9. The Executive Secretary will provide you with a copy of the Department Revalidation Form.
10. When a poll vote is needed, you shall notify the Executive Secretary of the poll vote details and set a deadline date for all Department Officers to reply~~ing~~ only to the Department Parliamentarian with a "YES" or "NO" votes.

## **Section II – Finance**

1. You shall have in your files the number of all bank and investment accounts as well as the name and address of the banks in which they are held. The authorized signatures on these accounts shall be the Department President, Executive Secretary and Department Treasurer.

## **Section III – State Executive Committee (SEC) Meetings**

1. Whenever possible, Fall, Spring and pre-Convention SEC meetings will be held in conjunction with the AMVETS. If it is not feasible to hold the Spring and/or Fall SEC meetings at the same time or place as the AMVETS, you shall set the date, time and place for the meeting. You shall inform the Department Commander and appropriate AMVETS Dept Officer of the change.
2. A thirty (30) day notice of all SEC meetings shall be posted on the Auxiliary website and in the Department newsletter to invite the Past Department Presidents and all Auxiliary members to attend the meeting. This is at no expense to the Department. They shall have a voice on all matters but only the Past Department Presidents will have a vote.
3. You shall approve the Liaison Officer's reports for the AMVETS. They are to be sent to AMVETS Headquarters fourteen (14) days prior to each AMVETS SEC meeting with a financial review.
4. You shall prepare an agenda for each SEC meeting and send it to the Executive Secretary, no later than seven (7) days prior to the meeting so she can make copies for you.

## **Section IV - VAVS/MVH Representatives**

1. The appointment of VAVS/MVH Representatives shall be for an indefinite period of service. The Department may remove from office any VAVS Representative, MVH Representative or Deputy who fails to comply with established National or Department policies and procedures or by request of the Representative or Deputy for replacement due to personal reasons.

## **Section V – Fall Conference**

1. You will work with the Fall Conference Chairman to determine the classes desired or needed for the Conference.
2. You shall compose a Welcome Letter for the Fall Conference book and submit it to the Executive Secretary no later than thirty (30) days prior to Fall Conference.
3. Fourteen (14) days prior to the Conference, check with the Fall Conference Chairman to assure all arrangements have been made.

## **Section VI – Department Convention**

1. You shall create a tentative daily agenda to be sent to the Convention Chairman and Executive Secretary by March 1 so it can be included in the Convention Digest.
  - a. You shall compose a Welcome Letter for the Auxiliary Convention book and mail it to the Executive Secretary thirty (30) days prior to the Department Convention.
  - b. You shall prepare an agenda for each Convention session (this is different than the daily agenda) and submit it to the Executive Secretary thirty (30) days prior to Convention. Be sure you include a section for the outgoing Officer's final reports which should be done just before you close the Convention.
  - c. You shall prepare your agenda for the pre-Convention SEC meeting and submit it to the Secretary no later than ten (10) days prior to Convention.
2. Thirty (30) days prior to Convention, or as soon as room assignments are available, send your final Convention daily agenda to the Executive Secretary. The final agenda shall also be sent to the Convention Chairman and AMVETS appropriate AMVETS Dept Officer.
3. Any resolutions approved by the Convention body must be signed by you and the Department Parliamentarian.
4. Have a list of your Department Officers and Past Department Presidents for introductions at the Convention banquet.
5. If for some reason the Honor & Awards Chairman can't conduct the Awards program, you shall ask a Past Department President to take her place.
6. The Executive Secretary will make your reservation for the Department Convention, if requested. Let her know of any special needs you may have for the room

## **Section VII – National Convention & National Executive Committee (NEC) Meetings**

1. Remind the NEC Woman to fill out the paper work inviting the National President to make her official visit to the Department at Fall Conference.
2. After arrival at the National Convention, if the NEC Woman is unable to attend the NEC meeting, you as the Alternate NEC Woman will take over her duties.
3. The NEC Woman and Head Delegate shall send their reports from National Convention to you for approval before being put on the Auxiliary Website.
  - a. The NEC Woman reports on the NEC & post-Convention NEC meetings. The NEC Woman's report should include the newly elected Officer's themes and programs and any other recommendations made at that time.
  - b. The Head Delegate reports on the Convention. The Head Delegate report should include: recommendations from National Officers; Bylaw changes; newly elected Officers, motions, etc.

## **Section VIII - Miscellaneous**

1. Once Local and District Bylaws have been approved by the Department Parliamentarian, she shall sign all copies and forward a copy to you for your files, a copy to the local, if applicable, a copy to the District, if applicable and keep a copy for her files.
2. As the Department President, you shall not serve on your Local Grievance committee.