

# **DEPARTMENT PUBLICITY OFFICER/HISTORIAN'S INSTRUCTIONS**

## **Revised 2023**

### **Section I – General Information**

1. It is up to you to keep the public informed in every way possible on all Department Auxiliary events that would be of interest to them.
2. You will cooperate with the AMVETS and other patriotic Veterans or Community organizations when it is required.
3. When a National Officer visits the Department, it is up to you to see that her visit is publicized.
4. The Department has a historical file which contains two pages, along with a 5 X 7 glossy photo of each Past Department President. The first page is a list of Officers and their projects. The second page is a brief description of the President's year. This is to be updated by the Publicity Officer/Historian.

### **Section II – Presidential Aid and History Book**

1. You shall act as an aide to the Department President. Her coverage is your responsibility.
2. The NEC Woman is responsible for giving you a copy of her mid-year and final reports for the history book.
3. You are responsible for keeping an accurate, written and pictorial record of the Department's year and compile a History Book for submission to National. (See the National Manual for book contents).
  - a. You shall be reimbursed for expenses up to the budgeted amount as approved by the Convention body. Receipts are to be submitted for any reimbursement.
  - b. You are responsible for getting the History Book to National Convention on time for judging and returned to you after National Convention.
  - c. The History Book is to be presented to the Immediate Past Department President at the Fall SEC meeting.

### **Section III – Department Convention & Scrapbook Judging**

1. You shall be Chairman of the Publicity Officer committee meeting at the Department Convention.
2. You shall have a Committee of four (4) members for the purpose of judging the scrapbooks. Committee members shall be selected from four (4) different Districts, chosen from those present at the Convention.
3. The scrapbooks will be judged on the following point system:
  - a. Presentation & Originality 30 points
  - b. Neatness 30 points
  - c. Newspaper articles, pictures & press releases 15 points
  - d. Conformance to the Table of Contents 15 points
  - e. Miscellaneous 10 points
4. You and the Department President will sign the certificates for the PRO awards.
5. You are to have the PRO books on display on the Convention floor Sunday morning. Correction letters are to be placed in a sealed envelope and put in the front of the book.
6. You shall keep the two-page judging chart for both the scrapbook and the cover to be used each year, with forms left in the file for the ensuing year.