Policies and Procedures for Department NEC

You will act as the liaison between the Department Auxiliary and National Auxiliary. Stay aware of and pay attention to any emails coming from National Headquarters, making note of any due dates for your reports to HQ or National Officers. If we have a National Dignitary attending a Department Meeting, it will be your responsibility to coordinate that visit. You will be in connection with National Executive Director to advise of when the Dignitary will be arriving (and coordinating transportation to and from the airport if necessary). Inform the Convention Chairlady/ Liason of the dignitary’s arrival, well before the meeting so that a room/ suite may be reserved. It is customary to arrange for the dignitary to go out to dinner with Department President and Commander, so communicate that as well with any required individuals. It is nice to have a basket or some sort of (small) gift to give the dignitary upon her arrival or in her room.

Compose and send out Intro Letter

* + This letter should be sent to local Presidents as per Local Revalidation forms received at the Department Post Convention Officer’s meeting.
		- Draft should be approved by Department President, 1st Vice, Secretary, NEC, and Mentor
			* **Due dates to be determined by Department President**
			* All officers will be sending you copies of their letters to be approved
				+ Within 7 days of receiving the email respond with any corrections, if the letter has none, reply that the letter is good to be sent out
				+ **REPLY ALL ON THIS EMAIL**
		- Print letter, hole punch, and include in 3 ring-binder, applying a page number and writing in the corresponding page number to the table of contents **(Officer’s Intro Letter)**
* Discuss with Department President when/ if you would like to have the National President attend a Department meeting. This should be discussed **BEFORE** the National Convention in August so the request can be put in right away.
	+ - Submit Presidential visit request form.
* Attend National Convention
	+ Register as Department NEC- usually by **JULY 10th**
		- Pre-Register if interested in National Training at Convention
	+ Takes notes of any changes that are being made by National Headquarters or the body at National Convention, including by not limited to new National Officers.
	+ Collect from previous Department President any awards earned at National Convention (these will be handed out at Fall SEC)
	+ Attended NEC Meeting (date and room TBD)
		- Submit Presidential visit request form.
	+ Give NEC report on National Convention floor
		- If 1st year of term, the previous year NECs report will appear in the Convention book, reference that page number and the author./ If 2nd year of term, still reference the page number.
			* Add in any updated information or accomplishments from the Department (this will be information about the PREVIOUS YEAR, so you will be referencing the IPDP project). Introduce the new Department President.
	+ Attended Post Convention meeting on Saturday
* Complete Fall Bulletin Report
	+ Should be a summary of the year so far,
	+ provide any updates from National Headquarters (you will be receiving emails from AMVETS Ladies Auxiliary National Executive Director) and summary of any pertinent changes made at Convention.
	+ Remind of National President’s Project
		- * **Due dates to be determined by Department President**
		- Print letter, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents (**Fall SEC Bulletin)**
* Attend Fall Officer’s Training
	+ Friday morning of Fall SEC
* Complete a Fall SEC Report
	+ To be printed and given to Department Secretary
		- Should be different than Bulletin, a brief summary of the year so far, and pertinent updates from National.
		- Remind Local Auxiliary of Service Report due dates to Department Officers and Department Officers due dates to you. (Due dates for reports to National will be emailed out by National Executive Director as well as communicated to you at Post Convention meeting)
			* At SEC meeting hand out awards given to Local and Department Auxiliary at National Convention
			* Pass around National Committee suggestions for National Convention
	+ Remind people to only sign up for a committee if they think they will be attending National Convention from Tuesday- Saturday. **(Put in Printed Fall SEC Report)**
		- * Print report, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents (**Fall SEC Report)**
* Email Committee Recommendations to National Executive Director by November 1st, or by due dates as determined by National Headquarters.
* **Service Reports (Mid-Year and End of Year)**
	+ Review and collect Department Service Reports for mid and end of year reporting
		- 3 copies should be sent to you from Department Officers, ensure that service report is on the most up-to-date Service Report form as per National website, and should be signed by local president and chairwoman.
			* All monetary values should be rounded to the nearest dollar (aka $10.09 spent on new materials would be rounded to $10, $10.90 spent on new materials would be rounded to $11, etc)
			* Contact Department auxiliary officers that Service Report was received and advise of anything that was incorrect or praise for any project you found extremely interesting.
	+ Send compilations of Department Service Report form to National Officers by the due date as determined by National Headquarters.
		- Print report, hole punch, and include in 3 ring-binder, applying page number(s) and writing in corresponding page number(s) to table of contents. (should be done for both mid-year and end of the year reporting) **(Mid-Year and End Year Service Reports)**
* Spring NEC Report
	+ Submit NEC Report to National Executive Director by due date determined by Headquarters
		- Should be a summary of work done by the Department so far. Mention the Department President’s Project.
			* Print report, hole punch, and include in 3 ring-binder, applying page number(s) and writing in corresponding page number(s) to table of contents. **(Spring NEC Report)**
* Attend Spring NEC meeting (date to be determined by National Headquarters)
	+ Attend meeting for the NEC Council, as determined by NEC agenda
	+ Attend NEC meeting
		- Advise on which page your report is printed
		- Advise of any Department of NY candidates for National Office
* Complete Spring SEC Bulletin Report
	+ Should be a summary of the year so far, and any updates from National
		- Discuss some projects you saw from the Mid-Year Reports
		- Provide Mid-Year Service Report numbers
		- Remind of Corresponding National President’s Project
		- Advise of any lottery or raffle tickets that you will be selling from NEC, if the NEC occurs prior to Spring SEC.
			* **Due dates to be determined by Department President**
		- Print letter, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents **(Spring SEC Bulletin)**
* Spring SEC Report
	+ Complete a printed report to be given to Department Secretary at Spring SEC Meeting
		- Should be different than Bulletin, remind Department Officers of National due dates.
		- Provide any reminders from National, encourage application of National Awards from National Digest, and updates from NEC.
		- Either pass around or work with Department Sgt@Arms to sell any raffle tickets or lottery tickets collected at NEC, if NEC occurred prior to Spring SEC.
			* Print report, hole punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number to table of contents **(Spring SEC Report)**
* Department Convention
* Complete Convention Report and submit to Department Secretary
	+ **Due date to be determined by Department President**
		- Include summary of the year’s activities
			* + Include Year End Service Report numbers
			* At the meeting pass around any National raffle tickets (usually the 5 day booklets for National Convention and Americanism Conference at a minimum)
			* Pass around donations for the Patrons Pages
				+ If this is your 1st year of your term you will be sending in the patron’s pages to the National Executive Director as outlined in Convention Digest, and delivering raffle tickets to National Convention at the NEC meeting. If it is your 2nd year you will coordinate this hand off with the incoming NEC.
		- Encourage Local Auxiliaries to review their Convention Digest to apply for any National Awards/ register for National Convention/ training.
			* Review Convention Digest with Department President to determine if/ which National Awards you will be applying for on behalf of the Department.
				+ Print Report, hold punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number(s) to table of contents **(Department Convention Report)**
* National Convention Report
	+ Submit National Report to National Executive Director
		- Should be summary of Department’s Year.
		- Announce Department’s endorsement of any candidates for National Office
			* Print Report, hold punch, and include in 3 ring-binder, applying a page number(s) and writing in corresponding page number(s) to table of contents **(National Convention Report)**
* Draft up a succession letter to be included in 3 ring-binder, should include advice for the incoming officer for the next year, an example of a challenge or recommendation and a success story. **(Department Succession Letter)**

**\*Ensure any approved Department or National Expenses are submitted NO LATER THAN the next immediate meeting after the expense is incurred.**

 **EXAMPLE: National Convention expenses and Fall SEC expenses should be submitted to Department Treasurer no later than Fall Officer’s meeting)**