Policies and Procedures for PRO/ Historian

* Compose and send out Intro Letter
	+ This letter should be sent to your local counterpart as per Local Reval forms received at the Department Post Convention Officer’s meeting and will be an introduction of who you are as an officer, what your qualifications are for this office and what your plans are for the coming year.
		- Draft should be approved by Department President, 1st Vice, Secretary, NEC, and Mentor
			* **Due dates to be determined by Department President**
		- 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 **(Department Officer Into Letter)**
* Develop a theme for the Department President’s Scrapbook
* Review National Qualifications for Scrapbook on National Website, AMVETSAUX.org
* Attend Fall Officers Training
	+ Friday morning of Fall SEC
* **Complete Fall Bulletin**
	+ Should be a summary of the year so far
	+ Review your any theme you might want for President’s book
	+ Remind local auxiliary of the need for pictures for President’s book
	+ Remind local of judging criteria for local scrapbooks
		- Remind of Corresponding National Officer
			* + **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 Bulletin)**

* **Fall SEC Report**
* Complete a printed report to be given to Department Secretary at Fall SEC Meeting
	+ Should be different than Bulletin, a brief summary of things to consider
		- 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)**
* Form a Scrapbook judging committee (Should be 2-4 people from various local Auxiliaries who will be attending Friday afternoon SEC meetings and Thursday afternoon Convention meeting)
	+ **Convention**- discuss and review submitted scrapbooks and select a winner based on criteria laid out by National.
		- * + **DO NOT ANNOUNCE winner of award, but state it has been voted on.**
* Serve on the Honors and Awards Committee
	+ Ensure 1st Vice President is aware of your approved Officer’s Award
		- Review Award that Officer’s Award is listed correctly
		- Review Honors and Awards Program that Officer’s Award is listed correctly
* **Complete Spring Bulletin**
	+ Review your any theme you might want for President’s book
	+ Remind local auxiliary of the need for pictures for President’s book
	+ Remind local of judging criteria for local scrapbooks
		- Remind of Corresponding National Officer
			* + **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 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 Bulletin)**

* **Spring SEC Report**
	+ Complete a printed report to be given to Department Secretary at Spring SEC Meeting
		- Should be different than Bulletin, a brief summary of things to consider and include on Service Report, that 3 copies are required, etc.
			* 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)**
* **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

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 **(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. **(Officer’s Succession Letter)**

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

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