Policies and Procedures for 1st Vice President

You are responsible to fill in when the President cannot. EXAMPLE: If the President needs to leave the floor to be presented on AMVETS Floor, you are responsible to keep the meeting running.

* Compose and send out Intro Letter
	+ This letter should be sent to your local counterpart as per Local Revalidation 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, 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 Intro Letter)**
	+ 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**
* Develop a theme and Chairman’s award to coincide with your theme for Membership.
* Fall Bulletin Report
	+ Draft should be approved by Department President, Secretary, NEC, and Mentor
		- Should be a summary of the year so far, review your Theme and Officer’s Award,
		- Provide suggestions for different ways to promote membership
			* **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)**
	+ 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 published
			* **REPLY ALL TO THIS EMAIL**
* **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)**
* Attend Fall Officers Training
	+ Friday morning of Fall SEC
		- Have reviewed your policy and procedure guide and come prepared with any questions or concerns
* Form a Membership Committee (Should be 2-4 people from various local Auxiliaries who will be attending Friday afternoon SEC meetings and Thursday afternoon Convention meeting)
	+ **Fall SEC**- create a brief agenda of topics you would like to discuss at committee meetings
		- Give Committee Report at Saturday’s meeting
	+ **Spring SEC**- discuss common problems and issues you may have seen with membership
		- Give Committee Report at Saturday’s Meeting
	+ **Convention**- discuss and review applications for Officers Award, if more than one application have Committee vote on applications
		- If members from committee belong to auxiliaries who applied for the award, pull in an auxiliary member from an auxiliary that did not apply.
			* Give Committee Report at Friday’s Meeting.
* Chair Honors and Awards Committee
	+ ***ALL DEPARTMENT SERVICE OFFICERS SHOULD BE ON THIS COMMITTEE***
	+ Update and Review Annual Honors and Awards package
		- Email all Service Officers (2nd Vice, 3rd Vice, Hospital, Americanism, Scholarship Officer) to ensure their theme and Officer’s award is correct
		- Update award package with updated information
			* Print package, hold punch and include in 3 ring-binder, applying page numbers and writing corresponding page numbers to table of contents.
			* Send out approved Award package Within 70 days after Fall SEC, and email electronic copy to webmaster.
				+ Place in clear protective 3 hole punched cover and add to 3 ring-binder **(Honors and Awards Package)**
	+ Develop a theme for Conventions Honors and Awards
		- **This will remain a secret from Department President**
			* **THINGS TO CONSIDER- FALL SEC**
				+ Decorations
				+ Food
				+ Certificates- Determine who will be printing these (use the Awards package as a guide for who should be receiving a certificate)
				+ Awards/ Plaques- work with Department Secretary to determine who will be obtaining these.
				+ Programs- Determine who will be printing these (use the Awards package as a guide for what should be included in the program)

Place in clear protective 3 hole punched over and add to 3 ring-binder **(Honors and Awards Program)**

* + - * **SPRING SEC**
				+ Decorations
				+ Food
				+ Review Certificates- make any necessary changes BEFORE Convention
				+ Review Programs- make any necessary changes BEFORE Convention
			* **2 weeks before Convention- email Department Officers to ensure they have winners selected for all their certificates and awards**
			* **CONVETION**
				+ Review Decorating/ Food ideas and discuss what time committee should be there to set up on Friday
				+ Ensure that all Department Officers have the winners for their awards, and have them fill out certificates
* **Complete Spring Bulletin**
	+ Should be a summary of the year so far, review your Theme and Officer’s Award,
	+ Provide suggestions for different ways to promote membership
		- **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
		- 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 published
				+ **REPLY ALL TO THIS EMAIL**
* **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 Report**
	+ Complete Convention Report and submit to Department Secretary
		- **Due date to be determined by Department President**
			* Include summary of the year’s activities
			* Remind attendees who register on Friday to check in again on Saturday.
			* Work with the Department Secretary and Treasurer on setting up the registration desk. You should be in front of the meeting room at least 1.5 hours before the start of each meeting.
				+ The Department Secretary will provide you with each Auxiliary’s voting strength, lanyards, and registration cards.
				+ Department Treasurer will assist with collecting any money for those registering on-site.
				+ Keep track of those who are checking in as PDPs, Officers, Delegates, Alternate and Guests, these totals will be given during the credentials report on Friday and Saturday or as called for by the body for a poll vote.

From voting strength total calculate majority vote as well as 2/3 vote.

* + - * + 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 **(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 Officer 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)**