



Responsibilities of SEC Woman and Alternate SEC

- ❖ Accept the duties of the SEC with commitment and dedication.
- ❖ Attend the two SEC Meetings and Department Convention each year.
- ❖ Record actions at these meetings.
- ❖ Make a report of these actions at the next local Auxiliary meeting.
- ❖ Answer questions or clarify issues asked by Local members.
- ❖ Read the President's report at the **Mid-Winter** SEC Meeting.
- ❖ Share experiences at Council Meetings to benefit other SEC women.
- ❖ Read the HOT Line (3 issues per year) and be an informed member. Share all information with your Local President, Chairmen and members
- ❖ Make sure Local Officers receive bulletins pertaining to their offices via the S E C's and Department mailings.
- ❖ Check to verify that the service reports and revalidation forms were submitted to the proper state officer **ON TIME**.
- ❖ Prepare resolutions/recommendations to improve the operation of AMVETS Ladies Auxiliary.
- ❖ Keep the Alternate SEC woman informed of current happenings.
- ❖ Notify the Local President and the Alternate SEC woman if unable to attend a state meeting.
- ❖ Notify the Department President and let her know the Alternate SEC woman will attend in your place.
- ❖ Forward all records to the next SEC woman representing your Local Auxiliary.