Policies and Procedures for Department 2nd Vice/ Child Welfare

* Compose and send out Intro Letter **(Department Publication)**
  + 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, 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 Intro Letter)**
* Meet with AMVETS Programs Counterpart (either in person or over the phone) **BEFORE** Fall SEC. Review the AADDA Program.
  + Set up dates that the AMVETS Program Officer needs entries by.
  + Review the amount of monetary award for each grade.
    - Inform the Department Treasurer of the amount per each grade.
* Develop a theme and Chairman’s award to coincide with your theme.
* **Fall SEC Bulletin** 
  + Should be a summary of the year so far
  + Review your Theme and Officer’s Award, remind Local Auxiliaries when services reports are due by
  + Remind them what constitutes a service project for your service program (Child Welfare project is any project that ONLY benefits children)
  + Encourage locals to be reaching out to schools, scouts and young family members to apply for the AADDA program. Remind of due dates for these submissions and that only 1 local submission should be submitted for each grade.
  + Provide suggestions for different project ideas.
  + Remind of Corresponding National Project
    - Child Welfare- John Tracy Clinic
      * **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)**
* **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 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 **(Fall SEC Report)**
* **Service Reports** (Mid-Year and End of Year)
  + Review and collect Local Service Reports for mid and end of year reporting.
    - 3 copies should be sent to you from local auxiliaries, 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 local auxiliary counterparts that Service Report was received and advise of anything that was incorrect or praise for any project you found extremely interesting.
  + Send compilations of Local Service Reports on Department Service Report form to NEC as well as a summary of all projects completed by local auxiliaries.
    - 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. **(Mid and End of Year Service Reports)**
* Attend Fall Officer’s Training
  + Friday morning of Fall SEC
* Form a Service 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 on Fall Service Reports and ask for feedback on how to correct these, possibly make recommendations to Training Committee.
    - * 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
    - With AMVETS Counterpart and committee review applicants for AADDA and determine the winners.
      * Inform the Department Treasurer of winners, names, and place (1st, 2nd and 3rd) for check to be made and handed out with certificates at Honors and Awards.
      * Provide receipt to AMVETS counterpart for the awards for Auxiliary to be reimbursed ½.
        + 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.
* 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.
  + **At Convention Honors and Awards**- Help hand out certificates to participating Auxiliaries with the participants names. 1st, 2nd, 3rd place or as designated by AMVETS.
    - Invite the AMVETS Counterpart to attend Honors and Awards to also hand out certificates.
* **Spring Bulletin** 
  + Should be a summary of the year so far
  + Review your Theme and Officer’s Award
  + Remind Local Auxiliaries when services reports are due by, remind them what constitutes a service project for your service program (Child Welfare project is any project that ONLY benefits children).
  + Remind locals of due dates for AADAA program submissions to Department.
  + Encourage locals to be reaching out to schools, scouts, and young family members to apply for the AADAA program.
  + Remind of due dates for these submissions and that only 1 local submission should be submitted for each grade.
  + Discuss some projects you saw from the Mid-Year Reports
  + Provide Mid-Year Service Report numbers.
  + Remind of Corresponding National Project
    - Child Welfare- John Tracy Center
    - Remind members to apply for end of the year awards.
      * **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 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)**
* **Department 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
        + 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 **(Department 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 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)**