Policies and Procedures for Department President

You are the leader, so in addition to the annotated procedures listed here you will be responsible to ensuring all other officers are doing their duties, filling in any gaps, offering encouragement and constructive criticism when needed.

* If you are planning to run for Department President BEFORE elections talk to people you would like to have as your appointments.
	+ Parliamentarian
	+ Secretary
	+ Hospital
	+ Americanism
	+ Lottery Chair
* Determine with your Secretary due dates for Intro letters, Fall Bulletin, Spring Bulletin
	+ Intro Letters
		- Draft Due date- End of July
		- Final- Beginning of August (usually before National Convention
	+ Fall Bulletin
		- Draft 8 weeks before Fall SEC
		- Final Copy 6 weeks before Fall SEC
	+ Spring Bulletin
		- Draft 8 weeks before Spring SEC
		- Final Copy 6 weeks before Spring SEC
* Hold Post Convention Officers meeting
	+ Announce your appointments and have them approved.
	+ Inform your officers of your theme and “President’s Project”
		- Have it motioned and approved
	+ Inform your officers of decided due dates.
	+ Remind of Officer’s training Friday morning Fall SEC
		- Provide date
* 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 1st Vice, Secretary, NEC, and Mentor
		- 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)**
			* 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**
* Discuss with NEC 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.
* **At least 8 weeks BEFORE Fall SEC** (early September), contact the Department Secretary and determine the agenda for Fall SEC
	+ Determine when you want to have Committees to meet on Friday (usually after 1pm, to allow for travel time)
		- Committee Include
			* Membership
			* Child Welfare
			* Community Service
			* Americanism
			* Hospital
			* Training
			* Finance/ Audit
			* Constitution & By-laws
			* Honors and Awards
		- If there will be a round table/ training/ “Service Report Lab”
* **Complete Fall Bulletin**
	+ Should be a summary of the year so far,
	+ review your Theme and President’s Project
	+ remind locals how to request training and President visits.
		- Draft should be approved by Department President, 1st Vice, Secretary, NEC, and Mentor
		- 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 **(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 sent out
			* **REPLY ALL ON THIS EMAIL**
* Attend Fall Officer’s Training
	+ Discuss with training committee if there are any specific areas you want touched on.
* Attend committee meetings, circulating to all meetings, except Honors and Awards
* Attend training/ round table/ “Service Report Lab”
* Attend Gavelier’s/ Executive Board Meeting Saturday Morning of SEC
* **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 you’ve done so far as President, touch on things that may have occurred at the Officers meetings
			* 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)**
* Run the Fall SEC Meeting
* At least 8 weeks BEFORE Spring SEC (Mid January), contact the Department Secretary and determine the agenda for Spring SEC
	+ Determine when you want to have Committees to meet on Friday (usually after 1pm, to allow for travel time)
		- Committee Include
			* Membership
			* Child Welfare
			* Community Service
			* Americanism
			* Hospital
			* Training
			* Finance/ Audit
			* Constitution & By-laws
			* Honors and Awards
		- If there will be a round table/ training/ “Service Report Lab”
	+ Determine if there will be any guest speakers (National Officers, Program representatives, etc)
	+ Find out from AMVETS and Sons of AMVETS Commanders if and when they would like you to address their floors and if/when they (and the Service Foundation President) would like to address our floor.
* **Attend NEC**
	+ Attend NEC Council meeting with Department NEC
	+ Be introduced by Department NEC as Department President
* **Complete Spring Bulletin**
	+ Should be a summary of the year so far,
	+ review your Theme and President’s Project
	+ remind locals how to request training and President visits.
	+ Any updates that are going on within the Department.
		- Draft should be approved by Department President, 1st Vice, Secretary, NEC, and Mentor
		- 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 sent out
			* **REPLY ALL ON THIS EMAIL**
		- **(Spring Bulletin)**
* **Complete 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 you’ve done so far as President, touch on things that may have occurred at the Officer’s meeting.
			* 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 Report)**
* Run Spring SEC Meeting
* At least 8 weeks BEFORE Convention, contact the Department Secretary and determine the agenda for Convention
	+ Determine when you want to have Committees to meet on Thursday (usually after 1pm, to allow for travel time)
		- Committee Include
			* Membership
			* Child Welfare
			* Community Service
			* Americanism
			* Hospital
			* Training
			* Finance/ Audit
			* Constitution & By-laws
			* Honors and Awards
	+ Determine if there will be any guest speakers (National Officers, Program representatives, etc)
	+ Find out from AMVETS and Sons of AMVETS Commanders if and when they would like you to address their floors and if/when they (and the Service Foundation President) would like to address our floor.
* Complete Convention Report
	+ Complete a printed report to be given to Department Secretary at Convention Meeting
		- Should be different than Bulletin, a brief summary of things you’ve done s as President, touch on accomplishments from previous year.
			* Print letter, hole punch, and include in 3 ring-folder, applying a page number(s) and writing in corresponding page number to table of contents **(Convention Report)**
* Run Convention Meetings
* Attend Honors and Awards Program
* **Attend National Convention**
	+ Collect all awards being given to Local Auxiliaries and Department Auxiliary
		- Give these to NEC to be handed out at Fall SEC
* 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: National Convention expenses and Fall SEC expenses should be submitted to Department Treasurer no later than Fall Officer’s meeting**