

# **DEPARTMENT IMMEDIATE PAST PRESIDENT'S INSTRUCTIONS**

**Reviewed and Revised May 2024**

## **Section I – General Information**

1. This position includes the following roles: Department Delegate to the National Convention; Department Honors and Awards Chairman; and Department Liaison Officer to the Department AMVETS.
2. Within thirty (30) days of the Department Convention, the Executive Secretary will send you and your Parliamentarian the minutes of both SEC meetings and the Convention for your approval. You must respond within seven (7) days with corrections or approval as written.
3. Within fifteen (15) days following the close of Convention, the Department financial records will be audited by the incoming President, incoming Executive Secretary and/or Department Treasurer and any additional auditors needed selected by you.
  - a. The outgoing President, Executive Secretary and/or Department Treasurer will be present to answer any questions.
  - b. Any additional auditors needed are to be selected from the area where the audit will be held.
  - c. Mileage is to be paid by the Department at the current rate not to exceed the budgeted amount. If members of the audit committee travel to the audit in the same vehicle, mileage will be paid to the driver only.

## **Section II – Department Delegate at National Convention Duties**

1. As the Department Delegate, you shall call a caucus at National Convention upon the request of the majority of the delegation.
2. You and the NEC Woman are to poll the Michigan delegation and vote with the majority. EXCEPTION: When mandated by the Michigan Convention Body, you are to vote as mandated.

3. You shall write a report of the National Convention within fourteen (14) days of your return. Copies shall be sent to the National Parliamentarian within forty-five (45) days of the close of the National Convention.
  - a. In making your report, you will include any changes from National Convention regarding the National Constitution and all Convention action.
  - b. You will send copies of the report to the Department President, Department Parliamentarian and the Department Webmaster to be posted on the website.
4. You shall retain any permanent National awards won by the Department during your year as President.
5. You will accept any awards won by the Department, with the appropriate Department Program Officer, if present, to accompany you. If a local Auxiliary is not represented at National Convention, you will accept any awards won by them.
6. All National awards not presented at the National Convention to the winning member or Auxiliary should be sorted and placed in envelopes with the member name, and/or Local / District number on the envelope to be presented by you at the Fall SEC meeting

### **Section III – Honors and Awards Chairman Duties**

1. Within thirty (30) days following the close of Convention, you shall contact the Award Donors to ask if they have any changes to their Donor rules (send a copy of the most recent rules you have on file to each).
  - a. If an award is near the ten (10) year term limit, ask the Donor if they wish to continue their award. This needs to be done so you can make a report at the Fall SEC meeting of any awards which will need a new Donor or if changes were requested, which will need approval of the SEC.
  - b. After the Fall SEC meeting, you shall update all the Donor Rules for each Award with any SEC approved changes. Make sure the correct names are on each award. Note at the bottom of each page of rules when they were reviewed/revised by the Donor.
  - c. Bring the updated Donor Rules to the Spring SEC for the Executive Secretary to include in the Convention Digest.

2. In conjunction with the Spring SEC meeting, set a time for your Committee meeting and check with the Service Officers to make sure this time will work for them. Contact the Department President with the time of your meeting and ask her to contact the Appropriate AMVETS Department Officer to make sure the SEC meeting room will be available for you to use prior to the SEC meeting.
3. The Executive Secretary will prepare the certificates to be awarded to the winners and runners-up. You will need to give her a list of each winner and runner-up as soon as possible following the Honors and Awards meeting. The Department President will sign all certificates and each Service officer will sign their respective certificates for the service awards.
4. The decision of the Honors and Awards Committee is final.
5. You are responsible for ensuring all service reports, mid-year and final, brought to Convention are destroyed after the Department Convention.
6. You will set a time for your Committee meeting prior to Convention and check with all Service officers to make sure the time works for them. Once you have a time established, contact the Department President for approval and assignment of a meeting room. As Chairman, you will refrain from judging and voting on all awards.
  - a. All Service officers are required to attend the Honors and Awards Committee meeting prior to Convention.
  - b. If an officer does not show up for the meeting, you are to notify the Department President as soon as possible to determine if they were excused.
  - c. If they have not been excused, they will not receive mileage and per diem, if budgeted.
7. Upon receipt of the awards, you are to notify the Gaveliers President of any awards which are in need of repair or are in unpresentable condition.
8. You shall notify the Gaveliers President when an award has been held for ten (10) years by the same person.
9. All awards are to be given out at Convention at a specified time. Prior to the awards ceremony, you will ask the Donors to pick up their award, if applicable,

and sit near the front of the room so they are ready to present it when called upon.

10. You are in charge of announcing the runner-up and winner of each award, as well as announcing the total evaluation of each winner, when applicable.
11. All awards being presented shall be called by their full name at all times. The awards shall be presented by the person(s) as stipulated in the donor's rules. If no one stipulated in the donor's rules is present, the current Department Chairman will present the award.
12. If an award donor is present at Convention but off the floor attending to Auxiliary business, the award shall be passed over until the donor is available to present it. However, it should be presented prior to the end of the Honors and Awards ceremony.
13. The Honors and Awards Chairman must notify all Auxiliaries having traveling awards to return them in time to be presented at the Department Convention. Local Auxiliaries are responsible for any award in their possession from the time of receipt until it is returned to Convention. When returning an award by mail, be sure it is packed carefully and the package is insured.
14. When there is a tie for any traveling award, the Auxiliary receiving the award first shall be responsible to get the award to the second Auxiliary after five and one half (5-1/2) months, within thirty (30) days.
15. Only Past Department Presidents or Districts will be eligible to be award donors. Preference will be given to Past Department Presidents on a seniority basis, to be reviewed after ten (10) years.
  - a. The SEC shall review new donor's requests and use the donor's guidelines and rules for the approval or disapproval of such requests.
  - b. Districts will only be allowed to hold an award for three (3) years. If no Past Department President asks to take the award as hers, the District may take it again for the three (3) years.
16. If for some reason you are unable to chair your meeting or present the awards, the Department President will ask a Past Department President to take your place.

17. If there is no longer an award donor for an award, you will obtain a Department certificate from the Executive Secretary to present to the winning Auxiliary. You shall also update the rules for the award and shall present them at the Spring SEC for approval. Be sure to send a copy to the Executive Secretary no later than March 1 to be included in the Convention Digest.

#### **Section IV – Liaison Officer Duties**

1. You shall perform any duties as requested by the Department President or the SEC.
2. You shall be available at the Fall Conference and Department Convention as an intermediary between the AMVETS and Ladies Auxiliary.
3. You shall prepare a report for the AMVETS for their Fall and Spring SEC meetings, using the figures and data received from the NEC Woman (copies of National service reports), Treasurer (financial overview) and 1<sup>st</sup> Vice President (membership numbers).
  - a. It shall be submitted to the Department President ten (10) days prior to the AMVETS deadline date for her approval before submitting it to the AMVETS.
  - b. A final report shall be prepared prior to the Department Convention using the same information as used for the SEC reports. It shall be submitted to the Department President for approval before submitting it to the AMVETS by their deadline date.
4. You will receive a copy of the National Service reports, both mid-year and final, from the NEC Woman.
5. Contact with the AMVETS shall be made prior to the post-Convention SEC meeting to request permission for the Auxiliary to have proposed drawings/raffles for Fall Conference, Spring SEC and the next Convention.