

INCOMING DEPARTMENT PRESIDENT'S INSTRUCTIONS

Reviewed and Revised May 2024

Section I – General Information

1. When you decide to run for the Office of Department President, you will need to do several tasks prior to convention and prepare for several post-Convention tasks if nominated and elected.
2. Immediately after the Department Convention, have a photo taken and send to the Publicity Officer/Historian.
3. You shall be one of the auditors for the Department audit, which will be held within fifteen (15) days following the Department Convention.

Section II – Prior to Convention

1. Get commitments from Auxiliary members to fill the following appointed offices: Parliamentarian, Ways & Means Chairman, Publicity Officer/Historian, Junior AMVET Coordinator (if needed), Webmaster (every 3 years), Convention Chairman, Fall Conference Chairman, Higgins Lake Representative (every 2 years), Grievance Committee Chairman plus two (2) members to serve on the committee, Appeals Board Chairman plus two (2) members to serve on the Board. All appointments must be approved by the SEC.
 - a. Notify the Executive Secretary and Department Treasurer of anticipated appointments for those who will receive mileage. They will need this information for determining mileage for the Department budget.
2. Please note: Personnel Chairman is selected by its committee member six (6) past Department Presidents (PDPs).
3. Check the Fall and Spring SEC minutes to see who has announced running for an elected office. If there are any elected offices which no one has announced for, make a list of possible appointments and check with those members to see if they would take the appointment if needed.
4. Select a theme for your year.
5. Check with the appropriate AMVETS Dept Officer for the date, time and site of the Fall SEC meeting and Fall Conference. Announce it at the post-Convention SEC meeting.

6. Get a commitment of your choice of installing Officer for the elected and appointed Officers. This must be a Past Department President, a current or past National Officer.
7. Remind your choice of a Ways & Means Chairman to have ready three (3) items (for approval at the post-Convention SEC meeting) for the Convention Raffle. If she does not get approval at this SEC meeting, she must do so at the Fall SEC meeting.

Section III – Post-Convention SEC Meeting

1. Prepare an agenda for the post-Convention SEC meeting (see sample included with these instructions). Send it via email to the Executive Secretary so she can prepare copies in advance.
2. You will need SEC approval of your appointed Officers (listed on sample agenda).
3. Immediately after approval of your appointed Department Officers, you may install them or have them installed by your choice of Installing Officer which shall be a Past Department President, a current or past National Officer.
4. Those Department Officers, listed on the sample agenda, will need SEC approval of any program(s) pertaining to their office and any Chairman's awards they may wish to present.
5. Your Convention Chairman is to select her choice of a Credentials and Attendance Prize Chairman. She must ask get SEC approval for both at either the Fall or Spring SEC meeting, if she has not already made a choice for approval at this meeting.
6. Remind the District Presidents to schedule a date for your official visit and to inform you no later than the Fall Conference.
7. Remind the Officers that the Department Parliamentarian will be contacting them after fourteen (14) days to see if they have read their instructions and if they have any questions.
8. You and your installing Officer will need to sign the Department Revalidation form. Check with the Executive Secretary on this.
9. Remind the Executive Secretary to send a new Officers list to the appropriate AMVETS Department Officer.
10. Ask if there is any new business to come before the SEC.

11. Remind the Officers and members that under announcements on the agenda are dates, etc. for those events coming up in the Department.
12. Ask the Immediate Past President if she has set a date, time and place for the Department audit.
13. Remind all Department Officers their Office Instructions are on the Department website and to pick up any other information the Executive Secretary may have for them.

Roll call of New Officers by Executive Secretary

Approval of appointments: (ask if the SEC wants to vote on one at a time or all at once)

Parliamentarian _____
Fall Conference Chairman _____
Ways & Means Chairman _____
Personnel Chairman (from its cmte) _____

PRO/Historian _____
Higgins Lake Rep (every 2 yrs.) _____
Convention Chairman _____
Jr. AMVET Coordinator, if needed _____
Webmaster (every 3 years) _____
Any other office which was not filled during elections

Installation of the above

Approval Committee appointments:
Grievance Committee Chairman _____
1 _____ 2 _____

Appeals Board Chairman _____
1 _____ 2 _____

Americanism Committee: Check with the Americanism Officer for recommendations)
1 _____ 2 _____
3 _____ 4 _____

***By-Law Committee: Parliamentarian as Chairman _____*

Please note: The Bylaw Committee is now approved during the Spring SEC. During your year as President, you and the Parliamentarian should think about members to approach to serve on this committee.

Approval of Convention Chairman's choices for:
Credentials Chairman _____
Attendance Prize Chairman _____

1st Vice: contest approval _____

2nd Vice: chairman award approval _____

3rd Vice: chairman award approval _____

Americanism Officer: chairman award approval _____

SOS Officer: project & chairman award approval _____

Hospital Officer: chairman award approval _____

Scholarship Officer: chairman award approval _____

Ways & Means: approval of fund raisers & Convention raffle prizes (if known – must have AMVETS approval prior to this meeting, if possible)

Announcement of your theme for the year _____

Remind all Officers their Instructions are available on the website and to submit bulletins and newsletter articles per the published schedule.

Remind all Officers to pick up the Bulletin/Newsletter schedule from the Executive Secretary.

Remind the Ways & Means Chairman to contact the Fall Conference Chairman with her needs for the event

Remind District Presidents to schedule a date for your official visit

Ask for any additional business.

Announcements (include any Department event dates you are aware of)

Benediction by the Chaplain

Retirement of the Colors by the Sergeant at Arms

Adjournment