



AMVETS Ladies Auxiliary Department of Michigan

DEPARTMENT EXECUTIVE SECRETARY

Work Instructions Job Aid

INTRODUCTION

Your job responsibilities include these work instructions as a suggested guide or job aid to support your assigned duties when you have been hired as a Contractor. If you have been hired as a full or part-time Employee in this role, these work instructions are part of your job expectations. Whether Contractor or Employee, the role of Executive Secretary reports to the Chairman of the Personnel Committee, a standing committee of the AMVETS Ladies Auxiliary State Executive Committee, also known as the "SEC."

On a daily basis, you may work closely with the Department of Michigan President, Treasurer, 1st Vice President and / or Parliamentarian. Occasionally other Department officers may need your assistance to ensure Department goals are met.

Also, you may be viewed as a critical communications link between the Local / District Ladies Auxiliaries and the Department of Michigan officers, also known as the "Department" to ensure more effective operations within the Department. As such, disseminating urgent and/or critical written communications, especially from the Department President, to the relevant parties is important for the Department's effective functioning.

As a role reporting through the Department Personnel Committee, any concerns or questions related to the functioning of this role should be discussed with the Chairman of the Personnel Committee. *Specific concerns related to non-performance of duties by a Department Officer which negatively impacts the ability of the Executive Secretary to perform her duties should be reported to both the Personnel Chairman and Department President for resolution.*

Attached to this work instructions job aid are Appendices A: Code of Ethic; B: Uniform Dress Code; C: Discipline and D: Social Media Policy for your awareness. Whether an employee or contractor, the AMVETS Ladies Auxiliary expects you to be aware of its behavior expectations of its members. And, although there is no uniform requirement for this role (unless you are also an AMVETS Ladies Auxiliary member), you will be expected to follow the social media policy and code of ethics, as well as dress and behave professionally whenever you are representing the AMVETS Ladies Auxiliary.

MAIN RESPONSIBILITIES with SUPPORTIVE WORK INSTRUCTIONS

MEMBERSHIP CARDS

- You are responsible for forwarding membership cards to Local Auxiliaries within ten (10) days of receipt of their Dues & Remittance (D&R) forms. Local Auxiliaries retain the privilege of signing the annual membership cards as the Issuing Officer.
- The Department President will provide you signed *Greetings to the New Members* written on Department letterhead at the post-Convention SEC meeting to be sent to Local Auxiliaries for inclusion with membership cards for new members.
- Until a Life Membership card is received from National for our new Life Member, provide her with an annual membership card so she will have proof she is a member in good standing.
- Upon receipt of membership cards from National Headquarters, file them in alphabetical order by Local Auxiliary in a file box separated by tabs, index cards, or other divider-types.
- Send the Department portion of the membership card to the Department 1st Vice President.
- If requested, create and provide Membership contest forms for the Department 1st Vice President.

DUES and REMITTANCE (D&R) FORMS:

- Process D&R forms when they are received as follows:
 - Check to ensure the names on the D&R match those on the roster for the sending Auxiliary.
 - Verify the payment check is for the correct amount.
 - Update the membership chart.
 - Pull out renewal cards from your files and type up new member cards and/or other card changes, if requested.
 - Make three (3) copies of the D&R form. The original is mailed to National Headquarters, one copy is mailed to the Department 1st Vice President, one copy is returned to the Local Auxiliary with associated membership cards, and one copy is retained in your files.
 - Use the same process for Life member, change of address/name forms, death notification forms, etc.
 - If there is a death notice, make an extra copy and send it to the Department Chaplain ASAP.

- Send copies of the D&Rs to the Department 1st Vice President once or twice a week. If necessary, include the original Membership Contest forms (sign a new member, renew yourself, etc.).
- Once a month (or more often if several D&Rs are received), prepare a National Transmittal form, obtain a check from the Department Treasurer, and mail the original copies to National Headquarters. Before mailing, copy each sheet to be sent and keep those copies in a binder.
- Rosters of each Auxiliary are kept and continued from year-to-year. Update individual Auxiliary rosters to show dates paid. Add new members and update status (new, renew, renew to life, etc.).
- If they are incomplete, have discrepancies, illegible writing, or you have questions regarding a received D&R, try first calling or emailing the local Membership Chairman who prepared the D&R for resolution. If necessary, contact the Department 1st Vice President for assistance. If unable to resolve by phone, at your discretion, the D&R in question, check, any other related paperwork may be returned to the local Membership Chairman for resolution.
- After processing, keep all D&Rs received in a folder, binder, or hanging file in numerical order by Local Auxiliary. Use whichever organization method is most convenient for you.
- Keep an updated membership chart listing each Auxiliary's life members, life members due, new life, renew to life, annual paid, annual due, new members, rejoins and total current membership. Compare your Membership chart totals on a monthly basis with the Department 1st Vice President.
- Approximately 40% of all D&Rs require some sort of correction. Carefully review each one received and, if necessary, correct spelling, check USPS Zip Code website to confirm some addresses, city, and/or zip code. Often, you will find status codes (L,R,RL,N, etc.) need to be corrected and ID numbers need to be added.

REVALIDATION FORMS

- New Revalidation Forms are to be included for each Local Auxiliary in the March Convention Digest. Also include the following:
 - Instructions for completing the form.
 - Clearly inform the Auxiliary the form is to be returned to the Executive Secretary and postmarked by May 5th.
- The completed and signed revalidation forms are to be returned to the Executive Secretary by the specified due date. The Executive Secretary will provide copies to the Department President, Department 1st Vice President, Department Parliamentarian and National Executive Director.

BUDGET

- In compliance with Department By-Laws, you will meet with the Department Treasurer by May 1st to develop a proposed budget which will be presented to the Finance Committee for review and discussion prior to Convention.
- The proposed budget is based upon a combination of known and often unknown factors. Whenever possible, use as much known information (hotel room expenses, mileage, etc.). Analyzing past budgets from several recent years can give you a reasonable approximation of what amount will be necessary to fund a future year.
 - The Convention Chair, Fall Conference Chair, and/or the AMVETS Executive Director will provide you with information about lodging costs for Department Convention and Fall Conference.
 - Anticipated income for the budget year is estimated based on the number of memberships in the current year.
 - Department Convention books, Fall Conference books, attendee badges, certificates, etc. are considered part of the Executive Secretary annual supplies budget and are not to be charged to a specific event.
 - If requested by the Department Treasurer, prepare fifteen (15) copies of the proposed budget for the Finance Committee meeting at the Department Convention. NOTE: You are a member of the Finance Committee and will attend all related meetings.
- After her meeting, the Department Treasurer will present you with a copy of the revised budget approved by the Finance Committee. Prepare copies for distribution to Department Delegates.
- The adoption of the final budget is made by Convention Delegates following a presentation by the Department Treasurer and a thorough review of the recommendations made by the Finance Committee.

FINANCIAL

- You are provided a designated budget voted on each year at Convention to be used to perform your duties. If there is an urgent need to exceed your authorized budget for any reason, you must present the issue to the Department President, along with any related documentation, for approval of up to 10% of the authorized budget. Any need greater than 10% requires full SEC approval.
- You are responsible for the processing of all Local and District Auxiliary checks sent to the Department (e.g. for membership, hospital allotments, donations, etc):

- Copy all checks to be deposited.
- Deposit all checks in the General Account within ten (10) days of receipt. Transfer deposited funds into the proper accounts post-deposit.
- After transferring monies from the General Fund into the proper accounts, the Executive Secretary will forward a copy of each transmittal with copies of the checks to the Department Treasurer.
- Deposits shall be made based on the amount of funds received, regardless of shortages or overages. Make a note when either situation occurs, but do not hold checks longer than ten (10) days.
- Notify the Local Auxiliary regarding the shortage or overage via debit or credit slips and request they adjust future payments accordingly.
- Document all donation deposits by service program.
- The Department Treasurer forwards all written checks to the Executive Secretary for her required signature. The Executive Secretary or Treasurer is responsible for check disbursement.
- Transmittals
 - List every check received with the D&Rs. Include a breakdown of number of Life Members, number of new members, renewals, and rejoins. Also, breakdown how the dues money is to be divided (Department, National, Hospital, Life Reserve, donations, etc.)
 - List transmittals in numerical order.
 - Make sure totals on the transmittals match check totals.
 - Make a copy of each transmittal and two (2) copies of checks.
 - Bank deposits must match the total amount on the transmittal.
 - After making bank deposits, forward the original transmittal to the Department Treasurer, along with one copy of the checks as well as the original bank deposit receipt.
 - Keep transmittals and check copies in a 3-ring binder or folder for easy access.

NEWSLETTERS and MAILINGS

- Check the Local/District Revalidation Forms for the name and address of the person designated to receive official Department mailings. Make address labels for each. Make three (3) or four (4) label sets with the name and address of each Department Officer.

Also, make labels for Local 1st Vice Presidents or whoever is listed on the Revalidation form to receive information regarding Memberships.

- Unless a vote of the Department SEC decides to discontinue the practice, you will compile a monthly Department Newsletter for distribution to the Department and Local Presidents as well as members who pay an annual subscription fee. You will act as Editor of the newsletter with discretion to correct spelling, change long articles into shorter separate ones, etc.
- The newsletter includes the following:
 - Articles submitted by Department Officers pertinent to their respective position/office based upon the schedule developed by you as the Editor.
 - As Editor, you may add graphics, submitted photos, updates about our members, interesting bits of information about the history of our Department, jokes, etc. at your discretion. These additions make our newsletter interesting and fun to read.
 - You are encouraged to present ideas to increase newsletter readership to our Department Officers for input and approval. The goal of the newsletter is always to give information to as many individual members as possible, so they are aware of what their Department Officers are doing on their behalf. Anything to increase readership will help us to meet this goal.

SEC MEETINGS

1. Minutes recorded at all Executive Board, SEC and Convention meetings will be done by you and are expected to be completed and submitted to the Department President and Parliamentarian for review and approval per the following:
 - a Executive Board meetings within seven (7) days
 - b Department SEC meetings within fifteen (15) days
 - c Department Convention sessions within thirty (30) days of the end of Convention
- You will call the roll and report on Department correspondence. In the event of your absence, the Convention Chair may call the roll and report the results to you upon your return.
- With the Department President's approval, read to the meeting "body" any correspondence received by the Department.
- Immediately following the close of the SEC meeting, meet with the Department Treasurer to review vouchers presented and to co-sign checks to those receiving mileage or requested receipt reimbursement.

PRE-DEPARTMENT CONVENTION

- The **Annual Convention Digest** is compiled by you and mailed out no later than March 20th. The following items are to be included in the Convention Digest:
 - Revalidation Form with instructions.
 - Donors' Rules which you will receive from the Honors & Awards Chair by March 1st.
 - Convention hotel information received from the Convention Chair.
 - Tentative agenda received from the Department President.
 - Special Convention Digest Bulletins are required no later than March 1st from the Department President, 1st Vice President, all Service Officers, Treasurer, Parliamentarian, Ways & Means, and any other Department Officers who wish to include one.
 - Pre-registration slips.
 - Invite members running for an office to include a bio and/or announcement asking for votes. Advise them of any due date for inclusion in the Digest.
- Convention Digests are to be mailed to each Local Auxiliary President, all Department Officers, and Past Department Presidents upon request.
- Prepare **the Department Convention books** for the total number of pre-registered attendees. The following items are to be included in the Convention book:
 - Bulletins which you will receive from the Department President and Officers.
 - The Convention agendas (general daily & daily session) sent to you by the Department President as soon as it is ready but minimally 20 days prior to Convention.
 - The Convention Rules & Election Rules prepared by the Department Parliamentarian. These rules usually have minimal changes each year and should be sent to you in April.
 - The NEC should send you copies of all Service Officers' Report, along with copies of Youth Volunteer forms which have been sent to National.
 - Finance Report prepared by the Department Treasurer. This report will probably be the last one received as it cannot be completed until the Treasurer's books are closed, approximately two (2) weeks before Convention.
 - Final Membership Report prepared by the Department 1st Vice President. It should be available for copying shortly after the membership year ends on May 30th.

- Welcome letters from the Department President and Convention Chair. These should be sent to you early on so you can prepare them for copying.
- Auxiliary Preamble, Code of Ethics, Aims & Purposes, Credential pages, Nomination/Election pages and Election tally sheets. You will also include lists of the following: Department Officers (including VAVS/MVH and District Presidents), Chairmen, Past Department Presidents, donations from the Locals & Districts, and the Youth Volunteers from the NEC Woman's report.
- Roll Call sheet which is used to record attending Officers' hotel room numbers must also be included.
- Sheets listing all donations made to the Department Services programs, Ways & Means, Hospital, and National projects or programs are to be included.
- You will create a chart detailing all Auxiliaries within the Department and the programs to which they have donated. You do not need to record the dollar amounts of their donations, only the fact of their donation. Send this chart to the Honors & Awards Chair a week or two before Convention. It will be used for awards judging.
- Ensure enough copies of the Convention books are also available for distribution to the following: Department Officers (elected and appointed), VAVS/MVH Representatives, District Presidents, and Past Department Presidents, if in attendance plus ten (10) extra copies for those who register at Convention. All Department / SEC officers Past Department Presidents do not pre-register or pay the registration fee but are still entitled to the Convention books and materials.

NOTE: Send reminders 20-25 days in advance of Convention to all Officers for bulletins and/or other information to be included in the Convention book. Many remember the deadline, but more forget about it.

NOTE: You will be provided with examples of Convention Books from past years which you can use as guidance. Electronic forms will also be provided to assist you in creating these forms for future Conventions.

- **Letters, as well as additional registration forms**, will be sent to each Local Auxiliary twenty (20) days prior to Convention. These shall include:
 - A report of their delegate strength at Convention. You will receive a listing of those Auxiliaries "not in good standing" from the Department Parliamentarian.
 - Convention Delegate/Alternate Credential slips (provide extra copies to the Registration Desk at Convention).
 - Each Auxiliary shall have ten (10) days to protest and/or correct the information.
- You will prepare **certificates for the Honors & Awards** program. Following her meeting, the Honors and Awards Chairman will provide you with pages naming winners and the evaluation amounts in each category.

- Depending upon the needs of the Department 1st Vice President, you may need to assist in preparing **Membership certificates** for the Convention (100% renewal by 10/31 and 100% or more equivalent by Convention). If you are requested to assist with the Membership certificates, the Department 1st Vice President will provide you with this information fourteen (14) days prior to Convention.
- You will prepare **name badges** for Department Officers, Chairmen, Past Department Presidents, as well as pre-registered Convention Delegates and Alternates. Be sure to have blank badges available for the Registration desk.
- You will prepare **a Registration book** which includes the following information:
 - Registration/Status sheet for each local Auxiliary which includes a list of pre-registered Delegates and Alternates.
 - Department Officers and Past Department Presidents.
 - Room to write in those who register at Convention, including guests.
- You will prepare **Credential pages for the Convention books**, as well as extra copies for the Credentials Chairman. They will include a row for each local Auxiliary with columns for the following: total membership, Department Officers allowed and registered, Past Department Presidents allowed and registered, delegates allowed and registered, guests registered, total registered and total vote.
- You will make sufficient copies (based on prior year's attendance) of each **Department Officer's Activity report** which have been received by you by the deadline (21 days prior to the start of Convention). You will make these available on the Convention floor at the back of the room. You will notify Department Officers whose reports are received after the deadline of the need to provide additional copies of their Activity reports to have available on the Convention floor.

AT DEPARTMENT CONVENTION:

- Thirty minutes prior to the start of registration, provide the Convention Chairman with the following:
 - Pre-registered Delegate/Alternate Credential slips.
 - Prepared name badges.
 - Blank badges for the Registration table.
 - Registration book.
- You will call the roll as well as report on Department correspondence at the pre-convention SEC meeting, all sessions of the Convention and the post-Convention SEC meeting. In the

event of your absence, the Convention Chair may call the roll and report the results to you upon your return.

- Any Department Officer who has recommendations from her committee meeting will, unless excused by the Department President, immediately following the meeting provide you with a copy to prepare for distribution on the Convention floor.
- At the close of the pre-convention SEC meeting and each session of the Convention, you will meet with the Department Treasurer to verify all funds turned in during the day. Checks and vouchers can then be prepared.
- Be available to make copies, type, or assist the Department Officers in any way possible.
- Be sure to have the Installing Officer and the Department President sign the Department Revalidation Form.
- You are to receive the funds raised daily by the Ways and Means Chairman or her designee in envelopes that have been signed, dated and sealed by at least two members of her committee who confirmed the amounts within the envelopes.

POST-CONVENTION

- Complete and mail the Department Revalidation form to National Headquarters by the established deadline date, on or before July 1st. A 5-day grace period shall be allowed if the Department Convention is held during the last weekend of June. Provide copies of the Revalidation form to the AMVETS Executive Director, Incoming Department President, and the Department Parliamentarian.
- Unless a Department Service Officer wishes to do so herself, mail all donation checks approved at the Convention. Addresses will be provided by the Department Service Officers.

FALL CONFERENCE

- The Fall Conference Chairman will prepare a Fall Conference agenda and will forward it to you no later than fourteen (14) days prior to Fall Conference for distribution to members on-site. Instructional materials must be sent to you no later than twenty-one (21) days prior to Fall Conference for copying.
- A Welcome Letter from both the Department President and Fall Conference Chairman will be sent to you no later than twenty-one (21) days prior to Fall Conference.
- Send pre-registration forms to the Department Webmaster for posting on the Auxiliary website approximately sixty (60) days prior to Fall Conference.

- The Fall Conference Chairperson will forward the Fall Conference Agenda to the AMVETS Executive Director, AMVETS Ladies Auxiliary Department Executive Secretary and Department Webmaster for posting on the website. If assistance is required, she will notify you.
- Prepare pre-printed badges for pre-registered members. Make blank badges available to the Registration Desk for attendees who did not pre-register.
- The registration fee is waived for the following members only: Department President, Fall Conference Chairman, Instructors (limit of 3), National President if in attendance, and any out-of-state guests.
- Provide agendas and welcome letters to the Registration Desk minimally thirty (30) minutes prior to the start of registration.
- Although attendance at the Fall SEC is required, attendance at the educational conference is not.

POLL VOTES

- At the request of the Department President, the Executive Secretary will email or mail poll vote requests to each member of the State Executive Committee (SEC).
- She shall inform the SEC members to return the vote to the Department Parliamentarian **with their yay/yes or nay/no vote** by the deadline set by the Department President.
- The results of the poll will be reported back to the President and Executive Secretary by the Parliamentarian. No poll vote may be sent without the knowledge and approval of the Department President.

WORK SCHEDULE

- You will work the hours required to perform your duties as specified within your signed Statement of Work (SOW) and Contractor Agreement and supported by this set of Work Instructions / job aid.
- To assist in keeping work time separate from personal time, the Department may acquire a dedicated cell phone for your use. A Department staff email address may be established and assigned to you for the sole purpose of handling Department-related business. The equipment budget allocation will be adjusted as needed to cover any added costs.

MISCELLANEOUS

- Prior to the Convention Honors & Awards meeting, provide the Honors & Awards Chair with a chart or list of those Auxiliaries making donations to Department Programs.
- Maintain an up-to-date inventory of all Department equipment, including serial numbers. By January 1st of each year, provide a copy of the inventory to the Department President and Personnel Chairperson.
- You may receive mileage for all SEC meetings, budget meetings with the Department Treasurer and Executive Board meetings. ;
- If an AMVETS Post is interested in starting an Auxiliary, send them a starter kit which includes the following:
 - Department By-Laws & Standing Rules
 - Department Officers' list
 - Sample By-Laws
 - Sample agenda
 - Local Officers' instruction
 - Charter Application
 - Membership application forms
- Notify the District President when a kit is sent to a prospective auxiliary in her respective area. If the prospective auxiliary is in a District with no organized District Auxiliary, send notification to the Department President and Department Parliamentarian.



AMVETS Ladies Auxiliary Department of Michigan

APPENDIX A

Code of Ethics

AMVETS Ladies Auxiliary Department of Michigan expects its contractors and / or employees to follow the same Code of Ethics as is required of its members. Said Code is detailed below:

Because I am fortunate in being able to qualify for membership in AMVETS Ladies Auxiliary, and because I am proud of our affiliation with the parent organization AMVETS, I must always remember that it is my duty as a member-

- To live up to the meaning of "Auxiliary" which is to "act in support of" or "support".
- To realize that our organization is a subordinate of AMVETS and for that reason I must be careful not to interfere with AMVETS internal organization and politics; I just never attempt to dominate that organization.
- To conduct myself in a manner that shall never cast any unfavorable reflection on AMVETS or AMVETS Ladies Auxiliary.
- To think and act constructively.
- To accept my duties as a member, a committee member or chairman, or an officer willingly, and to the best of my ability to do all in my power to promote the Aims and Purposes of the organization.
- To be courteous at all times; to be considerate of others.
- To show my interest in our organization by attending all meetings and be on time.
- To accept the rule of the majority gracefully.
- To assume leadership in right thinking and action.
- To respect my officers, my fellow members, and the opinions they may have.
- To be temperate in my speech, habits, and opinions.
- To be extremely careful if I am honored by being elected to any office on any level, that the weight of my office is never used to unduly influence the affairs of our organization or of our parent organization, AMVETS.



Appendix B

Uniform Dress Code

If a Contractor or Employee is NOT an AMVETS Ladies Auxiliary member, appropriate professional attire is expected when attending Department or National functions.

If a Contractor or Employee is also an AMVETS Ladies Auxiliary member, the dress code while attending Department of Michigan or National functions will be as outlined in the Michigan AMVETS Ladies Auxiliary Bylaws, unless otherwise notified of a change

The AMVETS Ladies Auxiliary Department of Michigan's official uniform is as follows and, unless otherwise advised, may be required at every Department SEC meeting:

- A-line black dress, a-line black skirt, or tailored black slacks.
- The dress will have a jewel neckline.
- A skirt or slacks will be worn with a white or gold blouse with jewel neckline.
- The dress or skirt shall be no shorter than two(2) inches below or two(2) inches above the knee.
- White blazer with Auxiliary patch on the left breast.
- Black shoes with closed heel and toe. Heel should be no higher than 2".
- Black handbag. White shoes/purse may be substituted from April through Labor Day.
- Either pearl earrings and single strand pearl necklace or Auxiliary necklace and earrings are acceptable.
- If attending a National Auxiliary meeting or event, Hunter green clothing must be substituted for black to be in compliance with National requirements.



Appendix C

Discipline

Any kind of disciplinary review by the Personnel Committee is confidential and is to remain so both before and after any action is taken, either in the employee's favor or against.

As a contractor and / or employee of the AMVETS Ladies Auxiliary Department of Michigan, you may be required to follow the same guidelines relating to the discipline of members. If you are found in violation of your obligations as a staff member, you will be suspended from your position for a designated period of time.

From the National Constitution:

- Any member of AMVETS Ladies Auxiliary may prefer charges against any other Auxiliary member alleging any of the foregoing causes for suspension or expulsion.
- A proper hearing protects any member of AMVETS Ladies Auxiliary, who determines that her constitutional rights as a member have been violated by any other Auxiliary member.
- Members may be suspended for any of the following reasons.
 - Failure to comply with any obligation imposed on members under the National Constitution, Department and Local Bylaws; Members may be suspended or expelled for any of the following reasons.
 - Any violation of the law that reflects unfavorably on the name AMVETS or AMVETS Ladies Auxiliary:
 - Any other conduct unbecoming an AMVETS Ladies Auxiliary member as defined in the Code of Ethics;
 - Ineligibility for membership at time of acceptance into membership;
 - Procurement of membership by fraud or deception;
 - A member may be expelled upon proper showing of cause. Written charges may be based on neglect of duty, misappropriation of AMVETS Ladies Auxiliary funds or disregard for the provisions of the National Constitution, Department or Local Bylaws.

- No person who is a member of, or who advocates the principles, of any organization believing in, or working for the overthrow of the United States Government by force, and no person who refused to uphold and defend the Constitution of the United States shall be privileged to become or continue to be a member of this organization.
- Charges cannot be filed on any level based on hearsay nor personality conflicts.
- Right to a grievance hearing and appeal afforded to any Auxiliary member also apply to the employee if the reason for suspension is due to specific membership-related violation. **However**, at the recommendation of the Personnel Committee, a membership suspension may also result in the employee's dismissal.
- When an employment-related complaint is brought to the attention of the Personnel Committee, the Chair will begin an investigation which must include contacting the complaining party, the employee, and any witnesses in order to obtain information pertinent to the complaint. After obtaining sufficient evidence to present to the Committee, the Chair will call a phone or teleconference meeting to discuss findings and discuss next steps. As with membership grievances, the Committee must obtain enough information to ensure the complaint is not based on hearsay or personality conflicts.
- Violation of position-specific guidelines may result in discipline up to and including dismissal. The Personnel Committee may make any of the following decisions following the completion of their investigation: suspend the employee for a specified period of time, ask the employee to voluntarily resign, or fire the employee.



Appendix D

Social Media Policy

The contractor and or employee will follow the Social Media Policy Memorandum dated November 2, 2018 as presented below in entirety:

MEMORANDUM TO: National Officers, PNP's, Department Presidents, NEC's and Secretaries
FROM: Carol King, National Executive Administrator

DATE: November 2, 2018

SUBJECT: Social Media Policy SOCIAL MEDIA POLICY PLEASE SHARE WITH YOUR LOCAL AUXILIARIES

AMVETS Ladies Auxiliary recognizes that the use of Social Media is a powerful way to discuss and promote veterans' issues as well as promote the programs of the AMVETS family. Social Media includes but is not limited to: Facebook, Twitter, and Instagram. Members should remember that Social Media is a public representative of your Local or Department Auxiliary. Therefore, members should remember, know and abide by our Aims and Purposes and Code of Ethics when creating Social Media pages. All pages using AMVETS Ladies Auxiliary name must be regularly monitored by the leadership of each level of our organization.

To create Social Media Pages using the AMVETS Ladies Auxiliary name and/or emblem you will need permission from your Local/Department and it must be approved at a Local or Department meeting. The name must begin with AMVETS Ladies Auxiliary and should include your official name (as indicated on your Bylaws). This page should have multiple administrators (at least 2). The administrators should be determined and approved at a Local/Department meeting. All information used to create AMVETS Ladies Auxiliary Social Media Accounts should be shared during a meeting and reflected in the official minutes. This ensures that if an individual is no longer an administrator, someone else can take over.

All pages should be to promote the Aims and Purposes of the AMVETS family and not about Local or Department business issues. These pages should be non-political and non-discriminatory. Nudity or sexually explicit language is not allowed. AMVETS Ladies Auxiliary Social Media pages are to build community not to harass, bully, intimidate or impersonate any other individual.

Any member using AMVETS Ladies Auxiliary Social Media should maintain the integrity and ideals of our organization and our Bylaws. Any postings infringing this policy may be removed by the administrator without notice. All postings must respect local, state and federal laws as well as copyright laws and be respectful and shared with the National Organization. AMVETS National Ladies Auxiliary Constitution Article XIV PUBLICATIONS.