

AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON

**DEPARTMENT PRESIDENT POLICY**

1. The Department President's policy is to be retained by the Department President. All updated material will continue to be sent.
2. The itinerary of the Department President and Bio shall be shared with the Units Public Relations Chairman so they can send a picture and article to the local newspapers.(Spring DEC 2006)
3. When a National Officer visits our Department, the NEC often acts as a special hostess along with the Department President. It is the responsibility of the Department President to introduce the National Officer at Department functions. If a National Officer is visiting during a Department Convention or D.E.C. and is to be introduced on the Legion side, it is perfectly permissible to ask the NEC to escort and introduce the National Officer, so the Department President does not have to interrupt or leave the Convention or D.E.C. (Spring DEC 2007)

**DELEGATION CHAIRMAN NATIONAL CONVENTION**

1. The outgoing Department President (or new Junior Past) is the delegation Chairman of National Convention and shall arrange for and preside at the Oregon Caucus. She shall also make the Convention Committee appointments and serve as Oregon's official hostess.
2. If the outgoing or Junior Past Department President cannot attend the National Convention the duties shall be assumed by the newly installed Department President.
3. If neither attend the National Convention then the Junior Past President may appoint the delegation chair from the attending delegates.

**DEPARTMENT CONVENTION**

1. Expenses for attendance at the Department Convention shall be authorized as per the Budget. (January, 2011)
2. The Department President shall appoint a Resolutions, Credentials, and Elections Chairman for the Department Convention. Expenses shall be allowed as per the approval of the Department President and the Budget.
3. All Candidates for an elective Department Office shall be given the privilege and courtesy of being housed in the Department Headquarters Hotel (Motel).

**DEPARTMENT EXECUTIVE COMMITTEE**

1. As soon as your DEC dates have been confirmed you need to establish your agenda.
2. Not required but some thought to training for all members, helping to increase DEC attendance.
3. Consider who you will call to the DEC. Each month National establishes a program designated to bring awareness and promote each program. Calling the program chairman would allow the opportunity for them to enhance the upcoming program.
4. Consider asking District presidents to report outside of their book of reports.
5. Establish a time allotted and what information you want presented to the DEC.
6. Relay your request to Department in a timely manner to afford them enough time to publish the information on the official call (45 days prior).
7. Provide the department the information as to what you will need at the DEC, within 2 weeks prior. They can provide copy's of all needed documentation and promotions.
8. Expenses are allowed as per the Constitution and Bylaws and Budget. The Department President may authorize expenses for a specific Chairman if they are needed for that D.E.C.
9. Consideration might be given to holding a D.E.C. on Saturday. This allows sufficient time for reports and business.

## **DEPARTMENT VICE PRESIDENTS**

It is recommended that the Department Vice Presidents be invited to attend all Committee and Commission meetings as an observer, without vote. Expenses will be allowed for the Vice President to accommodate attendance for such meetings.

## **EX OFFICIO**

The Department President and Secretary are ex officio members of all Committees and Commissions and shall attend meetings as time permits. All meetings must have the Department President's prior approval.

## **FINANCES**

1. The Department President shall be the final authority on payment of all expenditures as provided in the Department Budget.
2. Under the supervision of the Department President and Finance Committee an amount not to exceed the amounts budgeted in Direct Aid to Veterans can be released and expended from restricted Funds in case of need.
3. Those eligible for assistance from Direct Aid to Veterans must be a Veteran and/or their children.
4. The Finance Committee will report at each D.E.C. the fiscal status of all Department Funds. (January, 2011)
5. Items not Budgeted should be presented to the Finance Committee who in turn will present the item(s) to the D.E.C. for action with their recommendation.
6. Beginning in 1995, all Department President's Project Funds must be dispensed not later than the close of books the year following that President's term of office. (Cross list in Admin Asst, Treasurer)

## **EXPENSES**

1. See general guidelines for "All Chairman".

## **PROPERTY FROM DEFUNCT UNITS**

Usable properties such as flags, banners, bells and gavels from Units who have surrendered their may be made available to the Units upon recommendation of the Secretary and approval of the Department President. Other items of no value may be destroyed upon recommendation of the Secretary and approval of the Department President. (Cross file in Secretary, Membership). All documents must be kept according to the Department Retention List.

## **PRIOR TO ELECTION TO DEPARTMENT PRESIDENT**

1. Start working on appointments of all Department Chairmen and Committee Members early. Try to achieve parity between Districts for Chairmanships and Committee Members. Be fair and objective when making these appointments. Hopefully you will find at least one (1) qualified individual in each District. Appointments should be completed by mid-March.
2. Consider outgoing District Presidents for appointments in the upcoming year.
3. Consider the major program appointments as possibilities for your officers so they can gain experience. Choose the program appointment for the incoming Vice President carefully, as she is extremely busy planning for the potential year as Department President and may not have the time to devote to a major program.
4. Be aware of competition for a Department office and consider leaving an opening for a Department appointment for the losing candidate(s).
5. Each year, the Department President should personally reconfirm with each hospital representative and deputy their willingness to serve another year. If anyone indicates they are planning to retire, check with the VA&R Chairman for suggestions on hospital representatives and check with hospital representatives for suggestions of deputies. (cross reference in VA&R Policy to notify National of changes in Res/Depts)
6. Work with the incoming Membership Chairman to select 100% Unit awards (ribbons, pins, etc.). Department staff will get quotes for ribbons and pins. If you want any other type of award, you need to locate a vendor and get prices for the product. This needs to be done before the Finance Committee meeting in April as it will be factored into your Membership Budget. (cross reference in Membership)

7. The Department Leadership National Conference (DLNC) is held in Indianapolis in May for incoming Department Presidents, incoming Membership Chairmen and Department Secretaries and/or staff. Each year is different, so please read information from the National Organization carefully to see if there is anything that you are expected to prepare, say or do. The incoming Department President, incoming Membership Chairman, and Secretary share a hotel room. National pays the travel and per diem expenses. This conference is usually held the first weekend in May in Indianapolis.
8. Goal Setting: After the DLNC, work with your Membership Chairman, and Department Staff to develop Unit Membership goals - unless goals are determined by the National Organization.
9. Have a "head and shoulder" picture taken before you are elected as Department President. It will be used throughout the year and distributed by the office for public relations purposes. Department needs a digital copy of the picture. National Headquarters (NHQ) will take an official photograph at the Department Leadership National Conference, which can be used as your official Department photo if you prefer.
10. You will attend the Department Finance Committee meeting in early April to present your Membership Budget and explain your special project if you choose to have one. You should be prepared to define how funds donated to your special project will be used - specifically where headquarters staff should forward payments (name of organization, contact person, mailing address). Present any requests to conduct fundraisers to support your special project to the Finance Committee (i.e. Department Convention, etc.).
11. Official Visits of National Guests:
12. The National President (NP) is usually invited to an event per the NP's preferences. This request is usually submitted in April or May, prior to National and Department elections, with confirmation of the visit being sent to Department in July. You should work closely with the Department Staff, Finance and Distinguished Guests Chairman on these details.
13. Consider an appropriate function for the Western Division National Vice President to attend during the official visit, possibly a DEC, if the schedule allows. You should work closely with Department Staff, Finance and Distinguished Guests Chairman on these details. Invitations need to be coordinated with the National Organization at least 60 days prior to the event.
14. Plan the Department Training and Leadership meetings in conjunction with DEC meetings, so they can be announced at the post-convention DEC meeting.
15. Oregon Website Newsletter: Work with your Membership Chairman to develop a design for the membership graphic. A draft design should be provided to Administrative Assistant by May, so there is time to finalize it for the first issue following Department Convention.
16. The Department Roster should be edited by the Department Secretary with the assistance of the Administrative Committee and the Department President. Prior to your election, you should make appointments by contacting those members you are considering and getting their consent and affirmation. It is your responsibility to have this completed at a minimum two weeks prior to Department Convention.
17. Business Cards: Department does not provide business cards for the Department President or other position holders. You may want to consider ordering some from Staples, Office Depot, Office Max or Vista Print. The National Organization does not need to approve the use of the ALA logo on stationery and business cards, but you need to follow the branding guide, which the Department Secretary can assist you with.
18. Prepare your membership challenge with the Department Commander. It is suggested that the challenge date be later in the administrative year (March or later) as The American Legion starts their renewal process much earlier than the Auxiliary. TAL NHQ sends renewal notices sooner than the Auxiliary. It is typical for TAL to have thousands of memberships in before the Auxiliary even starts distributing membership materials to the

Units. The wager is usually made at Department Convention, following your election.

**AFTER ELECTION TO DEPARTMENT PRESIDENT:**

1. Write an article for each issue of the Oregon website newsletter. The Department staff will distribute the publication schedule at the post-convention DEC.
2. Requests for Visit from the Units are to be sent directly to the Department staff. The Department President is responsible for maintaining their own calendar and accepting or declining invitations, with assistance from the Department staff. Be prepared to give greetings at every function you attend. If the Department Commander is in attendance, he is the main speaker. Be sure to question any invitation that does not specifically indicate whether you are to bring greetings or the main address. Share your calendar with Officers; if you cannot attend an event, request another Officer to represent you.
3. Ensure your Department Chairmen and Officers review and update their program material for the Bulletins by the middle of August to ensure timely mailing to all Units.
4. The Department staff will contact you in October to select and order a Department Christmas greeting card. The card will be preprinted with American Legion Auxiliary, Department of Oregon and the names/signatures of the President and the National Executive Committeewoman. Office staff will maintain an address list and mail the cards right after Thanksgiving to National Officers, Department Presidents and NEC's from other states and Official Family. This will be done if budget supports.
5. Work with the District Presidents on dates for District meetings. If you cannot attend a District meeting, have one of the Department Officers represent you. The Officer living closest to the event should be given first consideration when choosing a representative. They are allowed expenses equal to what the Department President is allowed; however, they must fill out an expense reimbursement form to receive these expenses.
6. Each of the VA Hospitals and Veterans Homes has a Volunteer Appreciation Luncheon in the Spring (usually April or May). Check with the Director of Hospital Volunteers for the dates of these luncheons. The Department President and VA&R Chairman usually attend.
7. Plan Department Convention (guest speakers, schedule, script, etc.). Work closely with the Department Convention Chairman on details. You need to appoint a variety of committee assignments for the Department Convention by May 1<sup>st</sup>. The Department Convention Chair will be helpful in guiding you through this process.
8. Set dates for four Finance Committee meetings - the annual budget meeting in April, audit review meeting in late August, the Fall meeting in September prior to Fall DEC Meeting and a meeting in the first quarter of the calendar year (Winter DEC).
9. Department Secretary and/or staff will compile our Impact Numbers from District Impact reports to be sent to National. It is ultimately the Department Presidents responsibility to ensure this task is completed.
10. At year end, National will ask you to summarize the Department's work for the year or highlight one program. This report is usually due in mid-June. National will send a notice regarding this report and may request pictures. The Department President completes this report and must submit it by the deadline, with a copy to the Department Executive Secretary.