



**American Legion Auxiliary
Department of Oregon**

TO: Department Officers
District Presidents/Vice Presidents
Past Department Presidents

DATE: December 8, 2023

This is your official call to the Mid-Winter Department Executive Committee Meeting for the 2023 - 2024 fiscal year. This meeting will be virtual (ZOOM) on **Saturday, January 20, 2024, at 9:00 am.**

Department Officers and District Presidents are required to have a written report to Department prior to the DEC meeting. Your report is due into Department by January 8th. We plan to email the Book of Reports out January 15th, prior to the meeting.

If you are planning to give an oral report during this meeting, please email a copy to Department. **THIS IS ALSO REQUIRED OF ANYONE SPEAKING FROM THE FLOOR/COMPUTER.** Reports from the floor from District Presidents should be on Unit success stories or Units in crisis and need a written report. Reports from the floor should be what has happened since you submitted your Book of Reports, not what is in your Book of Reports.

District Presidents unable to attend shall arrange to have the District represented by the Vice President. All other Vice Presidents, Department Chairs and Past Department Presidents and members are most welcome to attend the meeting. There are no expenses allowed for the virtual DEC.

SATURDAY, JANUARY 20TH – DEC meeting at 9:00 am. All Members are welcome to attend.

Zoom login information will be sent out prior to the meeting date.