

## **AMERICAN LEGION AUXILIARY DEPARTMENT CONVENTION POLICY**

### **PART I**

The Auxiliary Department Convention Chairman will be appointed by the Department President. The appointment is subject to ratification at the Post Convention D.E.C. The Auxiliary Convention Chairman will work closely with the Legion Convention Chairman and the Department President.

1. The Department Convention will be for the Department President. It is the culmination of “her/his year” every detail for “her/his Convention” should be planned with this in mind.
2. The Convention Chairman will have regular meetings with Hosting Committee Chairman to ensure everything is running smoothly and all areas are covered, keeping the Dept. President and Secretary informed of what is happening.
3. The Department Secretary & President should be given the dates and times of all meetings in advance, so they have the option to attend.
4. The Department Convention Chairman shall file a report of all activities at the request of the Dept. President at each DEC.

### **Committees**

#### **Convention Hall Set up**

Seating 100-150

Head table/covering/seating (9) privacy screen, podium

Exhibit tables (poppy entries) returned reports etc. back of the room

Water (bottled or otherwise) available to attendees in the back of the room and at the head table.

First aid.

Credentials registration table and chairs for (3) persons

District Basket Raffle area in a common area with the Legion, (3 to 4) tables

Dry erase board, large paper pad and easel or Chalk board for Elections

#### **Registration**

Pre-Convention set up/organization

Auxiliary members work with the American Legion for time and place of Registration to hand out Packets and general information

Packet stuffing, the Department Headquarters will need to know when and where to bring printed materials and information for delegates

Badges will be printed by Department staff.

**Banquet**

Convention Chairman will work closely with the Department President on set up, seating arrangements Decorations/theme, menu, Entertainment,  
Check previous year attendance, for approximate number of attendees to plan for.  
Two Complimentary tickets each for the President, Commander and Detachment Commander.

**Transportation**

Provide reserved parking spaces (2) as close to the entry as possible for the Department President and Secretary.

**Special Luncheons**

The Department will pay for meals for special guests to join us for lunch at the regularly scheduled open lunch.

**PART II  
(Department President)**

**Pages**

Department President shall appoint one Personal Page  
Each district President should appoint a Page for their District  
Pages' attire shall be at the call of the President  
Page Ribbons shall be worn at all times and returned to the Department Secretary at the end of convention.  
Pages are to pass out information as given out by chairman and President, run errands pass messages and act as an Aid to their District.

**Memorial Service**

The President shall coordinate plans with the Auxiliary Chaplain and the Auxiliary Chaplain shall coordinate with the Legion Chaplain and inform the Department President of said plans.  
The District Presidents and District Commanders, S.A.L. and Junior Auxiliary should be included in the service.  
The Auxiliary attire for the service is at the call of the President.

**Candidates Reception**

At the discretion of the Candidates running. Suggested time of Wednesday evening after the joint opening.

**Victory Party**

This event is paid for by the Legion, Auxiliary and S.A.L. candidates to purchase refreshments and finger foods, specifics to be decided 60 days prior to convention. The Auxiliary Vice President will coordinate with Department Convention Chairman and informed all candidates of the cost per candidate and collect same from each candidate. Non-elected candidates will have collected funds returned.