

AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON  
**DEPARTMENT POLICY - VICE PRESIDENT**

This year is a learning time enabling you to develop your ideas and plans for the following year.

1. Be supportive of the Department President. Always advise her where and when you're going to ensure maximum coverage of events throughout the State. When asked to represent the Department President, speak in her behalf covering her project and any special programs she has for the year.

**AS CANDIDATE FOR DEPARTMENT PRESIDENT:**

1. Use this year as a learning opportunity about governing a nonprofit organization, and the programs of the organization.
2. Consult with the Admin Committee and/or your mentors on ideas and plans should you be elected Department President.
3. Become knowledgeable of the Department Constitution, Bylaws, and Standing Rules, Department Policies, Unit Guide and National Department Operations Guide.
4. Plan any special projects or events that may impact budget and be prepared to discuss with Finance Committee at the annual budget planning meeting.
5. Meet with the incoming Department Commander and discuss joint meetings and plans that may impact your planning.
6. If you wish to have an Advisory Committee, appoint them to assist with you developing plans and making Officer and Chairmen appointments. Select members that can look to the future and envision the big picture. They need to be individuals you trust with confidentiality, and will provide honest opinions.
7. For Department Convention prepare an installation plan, which includes appointing an Installation Officer, Chaplain, and Sgt-at-Arms. If joint with TAL, coordinate plans with their Installing Officer. Make sure participants know details of time, dress, seating, other expectations.
8. As election time and Convention nears, the following portion will be of importance if you are elected the Department President.
9. Be familiar with the Department President Policy so you can fill the office if necessary. This will also help you prepare for the next year.
10. It is customary for the Vice President to request Christmas greetings for the President and solicit cash donations. The first notice should go out in September. The deadline may be determined by the First Vice President, however, a presentation of the monies and cards collected is done at the Department Christmas Party.
11. Victory Party at Convention is the responsibility of the Vice President (as presumed incoming President). This includes collection of contribution from all candidates and planning of menu with host post or Convention Chairman. Monies shall be returned to candidates that were not elected. Candidate list includes all officers for Legionnaires, Sons of the American Legion and ALA.

**EXPENSES**

1. See general guidelines for "All Chairman".

**CANDIDATES**

1. Announcements of candidacy to Department and District Offices shall not be made before March 15<sup>th</sup> preceding the Department Convention. (April 22, 1995) ([Cross list to Standing Rules](#))
2. Candidates may include experience and qualifications gained in organizations other than the American Legion Auxiliary (1950).
3. Department Candidates letters are to be distributed only to Department Officers, District Presidents and the Department Secretary (January, 2011)
4. Any members in good standing may be elected to any office within the Department of Oregon, American Legion Auxiliary. (1977)

### **ADVISORY COMMITTEE**

1. It is suggested that the Vice President appoint a Committee of Past Department Presidents (traditionally five) to advise her in program development, chairmen and committee appointments and other matters she chooses. Selection should be of those Past Presidents that have long range vision for the organization and will provide honest and open feedback with confidentiality. The appointments should be made to facilitate a meeting at the spring D.E.C. prior to installation.
2. The incoming President should come prepared with plan and program outlines for the ensuing year. In depth budget needs should be projected to support the plans.
3. Prior to the first Advisory Committee meeting, it is suggested that the incoming President meet with the incoming Department Commander to plan joint programs and meeting schedules and agendas for the entire year.

### **BUDGET**

Prior to the annual budget meeting in the spring the Vice President needs to have developed her programs and plans for the ensuing year and what budget she will need to support these plans. Items to consider are what meetings she will have and who will be attending and receiving expenses.

### **INSTALLATION**

1. If you wish to have the appointive officers installed at the same time as you are, you must call a special meeting of the District Presidents elect and officers and ask for ratification of the appointive officers. This only takes a few moments and can usually be done immediately following a session. (Fri afternoon session)
2. Installation planned and prepared will need the following: Installing Officer, Sergeant at Arms, Chaplain. Let all participants know what is expected of them. (dress, seating, etc.)

### **PICTURES**

You will need an official picture. An electronic copy will need to be on file at Department for National and the Convention book. The Department office will distribute to the Units as needed for publicity.

### **POST CONVENTION D.E.C.**

1. Chairmen and Officers should have been appointed so they can be ratified at the Post Convention D.E.C.
2. Have hand out listing of Officers and Chairmen to distribute at this D.E.C. if possible.