

AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON

**DEPARTMENT POLICY - DISTRICT PRESIDENT**

The District President is the liaison officer between the Units of her District and the Department. The District President is to pass on information to the Units that is received from DEC or mailings from Department. In turn any information from your Units that you deem is important for the President or Department to know should be passed on. One copy for the President and one copy for Department files. You will find representing the Department President and visiting your Units most enjoyable. The District President is the membership chairman for her District. Always be helpful and encouraging, offering suggestions and different ways of approaching and getting new members or renewals

1. Have a picture of yourself for the Department Convention Program needed by Mid-Winter DEC. Emailed or mailed to Department.
2. The District President will report Monthly to the Department President and after visiting each of your Units. Mail or email a copy for the files to Department. Your report should tell how the Unit is doing, if they are having any problems that the President should know about, if they need any special attention or help.
3. The District President is the presiding officer over the District meetings and the District Caucus. The District President, needs to communicate to the Unit hosting your District meetings that this is a District meeting and you will be presiding at the meeting, not the hosting Unit President.
4. It is important that your District Vice President be kept informed, should she have to assume your office.
5. The Constitution and Bylaws are the rules of the American Legion Auxiliary. You will find basic help in reading them. KNOW YOUR ANSWER –DO NOT GUESS. You can always say you will get back to them with the answer if you are not sure.
6. You should remind your Units on when reports, poppy order, bonding fees, etc. are due to the Department office or to Department Chairman, and be able to answer questions on the bulletins.

**UNIT DEVELOPMENT AND REVITALIZATION**

1. The purpose of this is to create better communication with your units and members.
2. To help struggling Units get back on their feet.
3. To charter New Units.
4. To Mentor new and struggling Units.

**DEPARTMENT EXECUTIVE COMMITTEE MEETINGS**

1. You are required to have a written report for the Book of Reports to Department two weeks before the meeting date.
2. The agenda will have a section for you to bring up issues, units in crisis or a unit that has done something special.
3. Be attentive - you are encouraged to ask questions and participate.
4. 3 Department Officers and 10 District Presidents (District Presidents are Department Officers and therefore are voting members) vote on the issues brought before the D.E.C.
5. Privilege of the floor is given to members of the D.E.C. and Past Department Presidents only. This excludes auxiliary members who are guests.
6. As District President you are required to attend a Saturday meeting with the Department President before the Sunday DEC meeting.
7. You are encouraged to attend the Saturday afternoon membership gatherings/training sessions.

**MEMBERSHIP**

1. You regularly will receive a Department membership report. Encourage your Units to attain goal plus. Keep them informed by telephone, emails, letters, copies of the membership reports, and your visits.
2. You may wish to give personal awards, perhaps for the first to reach goal, largest percent of increase, etc.
3. Be enthusiastic! Personal notes to Unit Presidents are much appreciated.

**UNITS**

1. You can assist Units with program procedure information when asked, not personal affairs.
2. If you are unable to resolve a question, refer to the proper Department Officer or Chairman.

### **VISITATIONS**

1. The District President shall visit all Units within her District at least once during the year, for which expenses are allowed as stated in the Budget.
2. Be on time - determine the attire and dress accordingly.
3. Be prepared to give a timely message. Stress membership, but remember, encourage and compliment, don't scold.
4. Including the "Did You Know" sheet in your notebook will assist you when asked "When is the Poppy money due?" etc.
5. Encourage Units to read the Department Chairmen's bulletins as received for specific information on each program.

### **INSTALLATION - UNITS**

1. When asked by the Unit, the District President may serve as installing officer.
2. Complete and return the installation form provided by Department for Department records.
3. It might be helpful to familiarize yourself with the long and short installation ceremonies, found in the Manual of Ceremonies, prior to installation.

### **MONTHLY SUGGESTIONS/DUTIES**

1. A section of this policy titled "Did You Know" details monthly programs of the American Legion Auxiliary, due dates for various items and other information. Useful tools to assist you during your year.

### **DISTRICT CAUCUS**

1. The Department Secretary will send you a recommended agenda and form(s) which must be completed and returned.
2. Further information can be found in the Department Standing Rules J. 2.

### **EXPENSES**

1. District expenses will be paid as allowed in the Budget under your District line item.
2. Department Convention expenses will be paid as allowed in the Budget under the Convention line item.
3. DEC expenses will be paid as allowed in the Budget under the DEC line item.

### **PROTOCOL**

1. Members always rise when the Department Commander and/or President are presented and when they approach or leave the podium.
2. Invitations to Department Officers and Chairmen should include attire (formal affair, informal affair, etc.), and if they may bring a guest, spouse, etc. Also if they are to bring greetings or be the main speaker. They are always the guests of the Unit or District.
3. When guests arrive, it is helpful to have someone greet them and show them where they are to be seated.
4. Before the dinner or meeting, it is well to have someone make a list of all distinguished guests, with their titles, so they may be properly introduced.
5. When the District Commander visits a District Meeting or Caucus, have members rise when the Commander approaches the podium and as the Commander leaves.
6. Be on time - Be prepared.
7. Don't be hesitant to ask the Department President for assistance, and read your Department Policy for additional information.

**THINGS TO REMEMBER AS DISTRICT PRESIDENT  
(DID YOU KNOW?)**

**July**

Department Chairmen prepare bulletins

**August**

National Convention

**September**

Americanism Essay Contest rules in schools.

Junior Activities Month

Unit List of new Chairman due September 1<sup>st</sup>

Continue Membership Drive

**October**

Education Month

Send contributions for Department Scholarships,  
Participate in Education Week during November.

Gifts and donations for VA Hospital Gift Shops

Continue Membership Drive

**November**

Membership Month

Goal by November 11th.

Gifts and donations for VA Hospital Gift Shops

Continue Membership Drive

**December**

Veterans Affairs and Rehabilitation

Christmas Cheer donations

Remember Veterans in private hospitals, Nursing homes and confined in home.

Continue Membership Drive

**January**

Legislative Month

Write your Congressman. Dispatch ordered?

National Security Month

Hold National Security Forums - remember, if in uniform, it's National Security.

Continue Membership Drive

**February**

Americanism Month

Present flags and flag etiquette to youth groups.

Sponsor Americanism Essays in schools

Continue Membership Drive

**March**Community Service Month

Volunteer your time to help your Community.

Select Girls State Citizens

Continue Membership Drive

**April**Children and Youth Month

Schedule a Children and Youth program focusing on the areas detailed in

Department Chairman's Bulletins – use information for supplemental reports

Make plans for District Caucus

Continue Membership Drive

**May**Poppy Month

Distribute Poppies, publicize our Poppy program. All monies received must be spent for Veterans and families only.

Girls State Registration & Fees due to Department by April 15th

Impact Reports due May 1st to District Presidents from Units

Impact Reports due May 15<sup>th</sup> to Department from District Presidents

Poppy report due June 1st.

District Caucus to be held.

Elect new officers

Appoint new chairman

Continue Membership Drive

**June**

Install New Officers before Convention

Unit Report of Installation of Officers due June 1<sup>st</sup>

Attend Department Convention