DEPARTMENT OF ILLINOIS
LADIES AUXILIARY VETERANS OF FOREIGN WARS, INC.

PROCEDURES

HOURS: As approved by the Department President

STAFF: Department Secretary
Department Treasurer
May include Department Assistant Secretary
May include Department Assistant Treasurer
May include additional Clerical Help as needed and approved by the Department President

HOLIDAYS:

- New Year's Eve
- Independence Day
- Friday after Thanksgiving
- New Year's Day
- Labor Day
- Christmas Eve
- President's Day
- Columbus Day
- Christmas Day
- Good Friday
- Veteran's Day
- Thanksgiving Day

*If the holiday falls on Saturday, the Secretary and Treasurer would be off on Friday; if the holiday falls on Sunday, they would be off on Monday.

HOURS: The Department Secretary and Treasurer positions are part-time salaried positions. The hours of operation will vary depending on the work schedules of the individuals and the various Department and National deadlines.

- The Secretary and Treasurer will be available Monday – Friday, with exception of the holidays listed above, to answer/return phone calls, respond to emails and process work as described under the duties of the office.

- Voice mail will be available at all times to leave messages and calls will be returned as soon as possible.

MEDICAL INSURANCE BENEFITS: Provision made within the yearly budget to allocate monies for the Department Secretary and the Department Treasurer.

- The Department President is to receive a report detailing the hours worked by the Assistant Secretary, Assistant Treasurer or clerical help.

- The Department President is to be notified when the Department Secretary or the Department Treasurer is planning to be unavailable for work.

- The Department Assistant Secretary and/or Department Assistant Treasurer are to receive Council of Administration expenses when assigned by the Department President to that specific Council meeting and approved by the Council.

- Department Books and Records are to be audited by the Audit Committee appointed by the Department President. The Audit Committee will meet prior to each Council of Administration
meeting to Audit the Department Treasurer’s books, Cancer Booth, Hospital books, and the National Line Officers Fund (when applicable).

Upon the death of a Past Department President, the Department Secretary will notify the Department Conductress who will contact the family to see if the Department Flag, Banner and stands are desired to be posted at the funeral home. Necessary arrangements will be made between the Conductress and the Treasurer to transport the Flag, Banner and stands to and from the funeral home.

Pay periods shall be on the 15th and last business day of each month. **If the 15th falls on a weekend, the pay period will be the Friday prior.**

Since the office is in an officer's home (Secretary and Treasurer only) that officer shall receive compensation monthly for utilities (gas, electricity). **Each home may have a separate phone line dedicated as the Department phone number and may include internet access; provision to be made in the yearly budget.** Office equipment is insured for the Secretary and Treasurer.

**PRESIDENT**

Reference ARTICLE VIII OFFICERS Section 810D-Department President of the Bylaws.

In a large measure the success of the Department of Illinois, for any given year, depends upon the President, her leadership, her aims, her attention to details and her consideration for the members of the Auxiliaries and this organization. She is the highest elective office and the officers, chairmen and members will look to her to initiate programs, to give instructions, to inspire and encourage. She must "start things" and "see them through". She must study constantly and be alert to every phase of the National and Department programs, as well as, to the needs of the Comrades, the Auxiliary members and the community.

Remember last year all the thoughts, ideas, drive, determination, and dedication built up inside you. Well, this is it! Explode! Walk into this position and accept the gavel from your installing Officer knowing the choices you make, the decisions you made were the right ones. Be confident that this year the Department of Illinois Ladies Auxiliary to the Veterans of Foreign Wars to the United States will move forward.

The Department will be judged, primarily by the work accomplished under the various chairmanships. Therefore, the goals you set and the efforts you put forth in planning for your year as Department President, the communication you had with the Department Chairmen selected during your term of office have all become a reality and everyone has their work cut out for them. You, as Department President need to keep in touch with your Department Chairmen, encourage them; ask how you can help, let them know they can come to you with more ideas or problems, work together. It's all a team effort.

You should see that all National Directors are contacted to determine if the Department Chairmen are properly corresponding with them. If appointees fail to function, the President should immediately seek the reason and try to correct the situation. If the correction cannot be made, the President may remove the individual at once, and make a new appointment, so the program will be fulfilled.
The President has the authority to appoint and remove. Appoint and keep competent chairmen, because their performance reflects on you. Choose individuals who know the program, are interested in it, and are willing to promote its activities and willing to sell the program to others. Follow up on appointments; never assume the work has been done. Chart progress, and check graciously on committee functioning. If a chairman is not performing assignments properly, relieve her of the duties and make a new appointment.

Positive leadership is the key to success. As President, you are the cornerstone of our organization. No one has a greater impact on our success than you. It is you who sets the tone for the year, providing inspiration, guidance, supervision and advice. You must be dedicated, well informed and sympathetic. Above all, you must be available TO ALL OUR MEMBERS.

Your duties are far greater than those prescribed in the Bylaws. You do not merely preside over meetings and attend functions. Your job is one of service, and you must be prepared to give the job all the time and effort you can give.

As you lead, always be positive and enthusiastic. Issue challenges to your officers and chairmen, and don't be content to equal last year's records. Aim high, and persevere. Remember that problems are just opportunities waiting for your special attention.

During your term as President, it is crucial that you make decisions in a kind but firm manner. Before making decisions, take time to think things through. If you don't know the answer, simply explain that you will get the information and relay it to the person asking. If you make a mistake, don't be afraid to admit it.

A self-assured President knows how to delegate authority without relinquishing it. Do not attempt to micro-manage; you cannot do everything yourself, so you must assign duties to the members of your team. YOU WILL NEED TO KEEP YOUR LINE OFFICERS INFORMED OF ANY PROBLEMS, ON ALL LEVELS, AT ALL TIMES. IN THE PAST FEW YEARS, THE LINE OFFICERS HAVE MET PRIOR TO THE CONVENING OF EACH COUNCIL MEETING AND AT VARIOUS FUNCTIONS.

Answer your correspondence promptly. Do not procrastinate! When at home and on the phone regarding a problem, situation or conversation with Line Officers, District President, Auxiliary President or member, they should have your full attention at all times. Take notes during your conversation, date the note, and work to resolve the problem, request or whatever promptly. Throughout the year, never fail to show your appreciation. One can never say "Thank you!" too much.

In preparation for your year, since 1997, the incoming Department President has conducted separate Conferences for the Department Chairmen and the Incoming District Presidents. All of the required and necessary information is compiled and presented, reviewed, discussed, questioned, improved, changed, whatever for the betterment of the program and/or plans for the ensuing year.

Conduct your Council of Administration Meetings in an orderly manner. Be prepared. Preparation builds confidence. Review previous minutes to see if there is old business to bring up, and to gather background information. Prepare your agenda and stick to it. Notify everyone who is expected to report, clarify what you expect; and explain how much time will be allotted.
**Council of Administration Meetings**

The Department President, if she chooses, may request a National Representative for all Council meetings. The National Council Member customarily must make her official visit to the Department at a Council meeting once during the Auxiliary year.

**Agenda Reminders**

**June**
At the close of Convention there will be a short meeting of the Council of Administration to vote on the following and then adjourn;
- Do Roll Call of Officers
- Motion to allow for expenses and Chairmen Awards until the budget is approved; a motion for the Cancer Booth Raffle; a motion to accept the Department President’s Cancer project and Special Project. Do necessary motions
- Short meeting on any other pertinent information

This will allow us to join the VFW in a timely manner at the Commander and President’s Reception since a majority of the information covered at the meeting was done at the Incoming District President’s Conference. All other formal business will be covered at the July/August Council of Administration meeting.

**July/August**

- Discuss/motion purchases for TLC Day.
- Motion for Sr. Vice to formulate plans for her year as President.
- Depending on the date of the Council meeting, National appointments may still be from the previous year.
- Budget for the current year will be presented
- Depending on the date of the meeting, the final budget from the previous year may be available for finalization
- Official visit of the National Council Member
- Meeting for National President's Visit.
- Ladies Auxiliary Department Line Officers customarily visit the VFW meeting at a Council of Administration meeting (with the National President, if her visit is at this time).

**October/November**

- Final Year End Budget for previous year if not presented at the second council meeting
- Presentation of Awards from National Convention. (May also be presented at the second Council meeting)
- Hold Corporation Meeting (Line Officers including Jr. Past Department President and National Council Member)

**February**

- Every second year, the Guidebook updates will be reviewed and approved
- Based on the date of the National Mid-year Conference the Department Sr. Vice President will be the presiding officer
- The Department President will appoint a pro-tem Jr. Vice President for this meeting
June

- Have District Presidents comment on their year.
- Have District Presidents introduce the incoming District President.
- National Representative to address Council

**General Orders**

- The Department President shall send out a minimum of four (4) General Orders or Special Orders during her term of office.
- Before sending out General Orders, a signed copy MUST be forwarded to National Headquarters for approval.
- General Orders are approved by National and sent to the Department Secretary with a copy to the Department President.
- Department General Orders need not be sent monthly. However, General orders should be used as a means of communication between the Auxiliaries and the Department.
- Important information from National Headquarters should be relayed to the Auxiliaries through General Orders.
- General Orders should not be lengthy – they should be as brief and concise as possible to hold the interest of the members.
- General Orders will be sent via email unless the Auxiliary does not have email access or specifically requests they be mailed.

The April General Orders packet is scheduled to be information pertaining to Convention: warrant request, delegate and alternate forms, Convention Appointments, etc. No bulletins will be required of the Department Chairmen for the April General Orders unless otherwise discussed or determined by or with the discretion of the Department President.

The April General Orders should also contain information of the 45 year Plus Members for purpose of presentation at Department Convention. Information on who to submit names of Gold Star Parents or Mothers who will be attending Joint Memorial Services will be provided.

**Credit Card:** The use of the credit card by the Department President is to be for official travel and/or housing on official visits, or office supplies as needed. All receipts for expenditures must be sent to the Department Treasurer monthly.

**Jr. Unit Conference**

Work with Department Youth Activities Chairman setting a date and location in advance to have information readily available to Units for planning their trips to the annual Conference. The Department President is responsible for requesting a National Representative.

The Department Youth Activities Chairman will work with the President on the citation and other details regarding the Conference. The Department Youth Activities Chairman will work with the Events Coordinator in securing a hotel that meets the needs of the Conference with accommodations. The Department Treasurer should receive a copy of all correspondence, including a listing of room assignments prior to the Conference.

A personal gift from you to your Department Jr. Unit President can be presented at the conference.
**Department Convention**

The President will work with the Events Coordinator on preparation for the annual Convention meeting. The Events Coordinator will make all necessary arrangements for sleeping room accommodations, meeting accommodations and dinner arrangements for Council Dinner. The Events Coordinator is the point of contact between the hotel and you.

The #2 PDP (next to senior member of the Past Department Presidents on Council) will host a Cocktail Party for the senior Past Department President on Council and Department President. The Cocktail Party is for the Council of Administration members and all Past Department Presidents. Following the party, the President invites all to a Council Dinner (Optional – at the discretion of the Department President).

**Council of Administration Meetings**

The Events Coordinator can make your hotel arrangements for the Council of Administration meetings with the VFW office to ensure that the Department President’s Room is complimentary.

**National Events**

You need to make your own travel plans and arrangements for National Convention, National President’s Homecoming, Illinois Day at National Home, Big Ten Conference, Freedom Celebration, Mid-Year Conference and Washington Conference.

Ladies Auxiliary functions on all levels or other National function such as the Commander in Chiefs’ Homecoming are optional and at your discretion.

**Mid-Year Conference**

The location for the Mid-Year Conference is selected by the National President. This Conference is to obtain current information on our programs by our National Directors. The Department President’s “Night on the Town” and VIP Medallion Ceremony take place at this Conference. It is a wonderful opportunity to travel and enjoy time with other members. Any member can attend this conference.

The Budget provides for the Department President’s travel accommodations.

**Cancer Grant Recipient**

The Cancer Grant is presented annually by the Jr. Past Department President and the previous Department Cancer Aid and Research Chairman. It is the responsibility of the Jr. Past Department President to invite a representative and guest from the facility receiving the grant to attend a Department function. She will be responsible for advising the Department President of the individual’s name attending.
**National President’s Visit**

The Department President appoints a Visit Chairman. The Department President works closely with the Visit Chairman and Events Coordinator to prepare, plan and set forth arrangements for the official visit.

Also, it has been customary that the District Presidents be honored with a "Night on the Town" with the National President if she is making her official visit at the time of a council meeting. This is at the discretion of the Department President.

There may be a reception/cocktail party prior to the Council's departure for dinner (either at an outside location or within the hotel). The Department President hosts the reception and is able to invite other guests to the reception and/or dinner at her discretion (i.e., Department Commander, Commander in Chief, etc.). All Past Department Presidents are invited, by the Chairman of the National President's Visit Committee, and always included in this function. (Also see "National President's Visit" section in Illinois Guidebook for further details.)

**Gifts**

In the budget there is a provision made for a gift for the National President's Homecoming, obtain the check from the Department Treasurer so you can enclose it in a card for purpose of presentation at the Homecoming festivities.

In the budget, there is a provision made for a gift for the Department Commander to be presented at Department Convention. The money allotted can be given as a monetary gift or a gift can be purchased for purpose of presentation. Make arrangements with the Department Treasurer in regards to this gift.

**SR. VICE PRESIDENT**

Reference ARTICLE VIII OFFICERS Section 811 Vice Presidents of the Bylaws.

You are in preparation for your year as Department President. A motion at the July/August Council of Administration to allow you to formulate your year is to be made on the Council of Administration floor. Making appointments, choosing a theme, selecting a Cancer Pin, as well as answering your correspondence from National are all part of formulating your plans for the ensuing year. A formal letter to your appointees should be sent indicating a respond by date.

Always keep the thought of how to better the Department of Illinois not yourself foremost. Never lose sight of the Veterans of Foreign Wars and its Ladies Auxiliary, let alone, honoring the dead by helping the living.

**National Mid-Year Conference**

Make every attempt to attend to familiarize yourself with the proceedings for the following year. In the event that the Mid-Year Conference is the same weekend as the fourth Council of
Administration Meeting, the Sr. Vice President has been the presiding officer allowing the President to attend the Conference.

**Department Convention**

The Sr. Vice President is customarily appointed to present the Past Department Presidents to the Ladies Convention.

**Miscellaneous**

As Sr. Vice, you are invited by National to attend the Sr. Vice President's Conference.

A VFW National Home for Children orientation session has been held by the National Ladies Auxiliary for the Department Senior Vice Presidents. You are encouraged to attend this meeting.

As Sr. Vice President, one of your first duties is to collect for the Department President's Homecoming gift. ($40.00 from the Sr. Vice, Jr. Vice, Junior Past Department President, and National Council Member; $20.00 from the Secretary, Treasurer, Chaplain, Conductress, Guard, and Chief of Staff. If the Secretary and Treasurer office is changed in the future to one person $40.00 would be given.)

At the Department Jr. Unit conference, it is customary to have a card and collect from the Department Officers for a gift to be presented to the incoming Department Jr. Unit President at her installation.

**Chairmen's Conference**

The Department Sr. Vice President will select the location for the Chairmen's Conference. She will work with the Events Coordinator or another individual of her choice to secure the arrangements and advise the Department Secretary or Incoming Department Secretary of the necessary information for the letter advising the Chairmen of the meeting place, date and hotel for those Officers and Chairmen coming in the evening before.

By the order of the Sr. Vice President a letter will be sent to her appointed chairmen advising them of the conference and how to secure hotel accommodations.

The Coordinator will work with the Post/Auxiliary to serve coffee and sweet rolls and lunch for the invited guests.

**Incoming District President's Conference**

The Department Sr. Vice President will select the location for the incoming District President's Conference. Hotel accommodations will be secured and the Department Office will be advised of the Post hall where the meeting will be held and the hotel for the Line Officers, incoming District Presidents and any invited Department Chairmen coming in the evening before. This conference may be held in conjunction with the VFW's Incoming District Commanders Conference.

The Department Secretary or the incoming Department Secretary will send a letter to the newly elected District Presidents by the order of the Sr. Vice President advising them of the conference and how to secure hotel accommodations.
The Coordinator will work with the Post/Auxiliary or Hotel to serve coffee and sweet rolls and lunch for the invited guests.

**Hospital Conference**

The Department Sr. Vice President, she will select a location and arrangements for the Hospital Conference. The Department Secretary or the incoming Department Secretary will send a letter to the Representatives and deputies advising them of the conference and how to secure hotel accommodations.

**Chief of Staff Conference**

The Department Sr. Vice President will select the location for the Conference. By the order of the Sr. Vice President a letter will be sent to her appointed Deputies advising them of the conference and how to secure hotel accommodations.

**JR. VICE PRESIDENT**

Reference ARTICLE VIII OFFICERS Section 811-Vice Presidents of the Bylaws.

A Jr. Vice President’s conference is held by National. National will provide all the information for this conference.

**Miscellaneous**

Upon becoming Jr. Vice President, one of your first duties is to collect for the Jr. Past Department President's gift that is customarily presented to her after the National President's Luncheon/Dinner at National Convention. A presentation of a gift is done at that time. The collection for the gift is usually started at the first Council of Administration meeting. Remember a card so those contributing can sign.

Advise everyone where and when we will meet for presentation of gift. You are responsible for obtaining a corsage for the Junior Past Department President before luncheon/dinner; the cost of the corsage comes out of the monies collected. The Department Jr. Vice will give it to the Department Sr. Vice to present to the Junior Past Department President.

**SECRETARY**

**DEPARTMENT SECRETARY JOB RESPONSIBILITIES**

Please note ARTICLE VIII OFFICERS, Section 812-D-Department Secretary of Bylaws.

All correspondence holding the signature of the Department President must be approved by the Department President prior to its mailing.

**DEADLINES**

GENERAL ORDERS: General Orders are to be mailed/emailed by the 25th of the month prior to the month they have been written for.
GENERAL ORDER DISTRIBUTION:

General Orders (full packets including all Program Bulletins) are to be mailed/emailed to the full Council of Administration, Past Department Presidents, Department Chairmen, Appointed Department Officers, Hospital Reps and Deputies, Deputy Chiefs of Staff and all Auxiliary Presidents.

It will be the responsibility of the Department Chairmen to have their bulletin to the Department Secretary by the date established by the Department President. Failure to meet this deadline; the General Orders will be printed without them. The Secretary (or Assistant Secretary) will see that all are typed and put in proper sequence, printed, collated and mailed as listed above.

NOTIFICATIONS: The following notifications will be emailed or mailed to Council of Administration Members, Past Department Presidents, Department Appointed Officers and Chairmen and Auxiliary Presidents (Email only):

- Notifications on illness, hospitalization or death of Past Department President, Line Officer, Council of Administration member, Department Chairman, a Department Appointed Officer or their spouse or immediate family member.
- Notification on the illness, hospitalization or death of a VFW Past Department Commander, Line Officer or District Commander.

For this to be done, members must notify the Department Secretary of said death, illness, or hospitalization.

CORRESPONDENCE:

Assist the Department President with correspondence and keep an orderly file of all Special Orders and General Orders. This is to be kept as a permanent record either in hardcopy or electronically.

MINUTES:

Make a complete record of minutes of Department Council of Administration meetings. Send copies of the minutes to each member of the Council of Administration and Past Department Presidents at least four weeks prior to the next meeting. The Council of Administration minutes are permanent records and are to include the Treasurer’s Report, Budget Report, President’s Travel Report and Department Assignments.

Minutes of the Department Convention may be taken by the Department Secretary, Assistant Secretary, or a recorder. Copies of these minutes must be preserved (within the Department Office records) and mailed/emailed to all members of the Convention Composition as outlined in the National Bylaws except for the Delegates. The minutes of the Convention are to be mailed/emailed to the previous Council of Administration members and the current Auxiliaries.

RECORDS:

At the discretion of the Department President and the Department Sr. Vice President, arrangements shall be made to have a roster prepared each year and distributed/mailed within 6 to 8 weeks after the Department Convention. Roster is to be printed by outside source.
Prepare Officer’s Report Book for Department Convention. Officer’s Report Book to be printed by outside source.

At the agreement of the Department President and the Department Sr. Vice President, arrangements shall be made to have a Program Book printed and ready for distribution at the Department Convention, if possible.

After Department Convention, the new Program Book shall be mailed to those not attending who are entitled to receive them.

The Secretary will advise the President of any calls received regarding matters that require the Department President’s attention.

Assist the Department President with her agenda and outline for Council Meetings and the Department Convention.

The Secretary will handle all correspondence in relation to the Council of Administration meetings, National President’s Visit, and Department Convention, other than appointed committee assignments.

**Assignment**

The Secretary is appointed to serve on each committee named by the Department President.

**Functions**

At the Department Program Fair, your presence would be greatly appreciated in case of questions needing prompt answers and to assist the Department President with the program. (It is up to the discretion of the Department President each year if she opts to hold Program Seminars. This may change from year to year.)

**Jr. Unit Conference**

The Department Secretary (or Assistant Secretary if the Secretary/Treasurer is the same person) will assist the Jr. Girls Unit Secretary and take the minutes of the Conference.

**ASSISTANT SECRETARY**

The responsibilities of the Department Assistant Secretary will be determined by the Department President and the Department Secretary.

**TREASURER**

Reference ARTICLE VIII OFFICERS Section 813D-Department Treasurer of the Bylaws.

**Assignment**

The Treasurer is appointed to serve on any committee named by the Department President involving handling department funds.
DEADLINES:

HOSPITAL DIRECT DEPOSIT: To be made by 15th of each month with report sent to each V.A.V.S. Rep on 15th of month based on the report received from the Department Hospital Chairman.

BUDGET:

Sec. 606F – Budget Committee – A copy of the Council approved budget shall be signed by the committee and forwarded to the National Treasurer by October 1, unless permission is granted by the National President for an extension.

CANCER CHECK:

Must be sent to National Headquarters no later than five working days prior to the end of each month. This is for all donations sent in that month for National Cancer Aid and Research.

MEMBERSHIP:

Process dues and submit to National Office. National’s cut-off is the last working day of the month.

LIFE MEMBERSHIP: Processed as soon as received.

MEMBERSHIP AWARDS:

Department cut-off date to be at the discretion of the Membership Chairman and the Department President as set in the Membership Program.

RECORDS:

Keep a record of all Audit Reports for Auxiliaries and Districts. A District President will be notified of any missing audits of an Auxiliary in their respective District. The Department President shall be notified of all missing audits.

Office Documents are to be kept and updated each year with: Names, Addresses, Phone Numbers of current Insurance Companies (including policy numbers) and Banks (including account numbers), Maintenance, Rental and other Contracts which handle our business, to be included on separate sheets in the Office Document/File.

OTHER DUTIES:

- Prepare vouchers.
- Pay all bills incurred as authorized within 10 days upon receipt or by date listed on bill.
- Issue checks authorized by Council of Administration within 10 days of Council meeting.
- Make deposits of all funds received at least 2 times per week.
- Pay all expenses of Officers and Chairmen upon receipt and with voucher approved by Department President.
- Operation Fund or miscellaneous donations received from Auxiliaries and members should be sent to National Home each month as designated.
• Keep Department Ledger up to date.
• Set up Contributions Ledger.
• A full report of contributions is to be included in Officers’ Report booklet at the Department Convention.
• Set up Dues Reserve in a separate Bank Account to earn interest. Make deposit each month and then transfer to General Fund on July 1st of each year.
• All money received from individuals or Auxiliaries for National Line Officer’s Fund and Hospital should be deposited in their respective accounts each month with the exception on what is needed to take care of these projects and programs. The periodic deposits are made in the General Reserve Fund during the year.
• Prepare a complete Treasurer's Report for each Council of Administration meeting for each member of the Council. This report is read in its entirety at each Council Meeting and should be in detail since last Council Meeting.
• Prepare a complete financial report in detail as outlined in the National Bylaws for the Department Convention. This report is to be included in Officer’s Report Book at the Department Convention.
• Prepare a Budget Report before each Council of Administration meeting and copy given to each member of the Council and Budget Committee. Budget Chairman, Council Members and Budget Committee Members should receive copy of report at least 5 days before Council meeting.
• Alert the Department President of any financial problems of the Department.
• Prepare and send the Department President a monthly financial report of income and expenditures.
• Sign all contracts negotiated by the Events Coordinator in concurrence with the Department President. A copy of all contracts should be kept for payment based on the approved Budget or Council approval.
• A Memoriam in the amount of $20.00 is to be sent by the Department Treasurer in the event of a death of one of the following: Past Department President, Council of Administration Member, Department Line Officer (not member of Council of Administration), Chairman or Co-Chairman (including Hospital Representative and Deputies, Past Department Commander, Department Commander, Sr. Vice Commander, Jr. Vice Commander, Chaplain, Quartermaster, Adjutant, Surgeon, Chief of Staff, Judge Advocate, Department Service Officer or their immediate family (Husband, Mother, Father, Son or Daughter). Work with the Remembrance Chairman in this effort.

**Council Meeting**

Within 10 working days, prior to each Council of Administration meeting it will be your responsibility to supply the Council of Administration, Budget Chairman and Budget Committee a draft copy of the Budget and Treasurers report for their review prior to the meeting.

**Functions**

At any Department function, it is suggested that you have a supply of membership forms, summary forms and membership application cards. (It is up to the discretion of the Department President each year if she opts to hold Program Seminars. This may change from year to year.)
Jr. Unit Conference

As Department Treasurer, you are custodian of these funds since they appear in your ledger in the Jr. Girls Unit fund. You will also assist the Jr. Girls Department Treasurer with her report that you have prepared from the prior conference.

ASSISTANT TREASURER

The responsibilities of the Department Assistant Treasurer will be determined by the Department President and the Department Treasurer.

CHAPLAIN

Reference ARTICLE VIII OFFICERS Section 817 of the Bylaws.

As you enter your year as Department Chaplain you become overwhelmed with the solemn task required of you. It is your duty to send a memoriam card to the next of kin of our deceased Sister. Remember this is the final rite of remembrance and respect our organization can offer in memory of the departed.

The Department Chaplain is asked to be the Graves Registration Chairman. It is your duty to compile a program and a form for the Department Program Book. It is also suggested that at Council of Administration meetings you have packets of additional death notice forms for each District President to give to each Auxiliary within their District. This will assist you in your job of asking the Auxiliary Chaplains to report the deaths promptly. Also, please know that other Line Officers before you will still be receiving these death notices and will forward these to you.

At the midpoint of your term, you should submit to the Department Secretary a listing of deceased members to that date for publication in the General Orders. Coordinate with the Secretary when the listing is needed to make the next mailing. Submit the listing, typed, and separated by District and Auxiliary. The Auxiliaries will notify you of any corrections for final publication of deceased members in the Officer's Report Book for our annual Department Convention. Periodic updates can be submitted to the WEBMASTER for inclusion on the Department website.

Functions

At the Department Program Fair, it is suggested that you have a supply of death notice forms. (It is up to the discretion of the Department President each year if she opts to hold Program Seminars. This may change from year to year.)

You will be requested to give the invocation and/or benediction for various occasions throughout the year. Be prepared to give a prayer at any function you are invited to attend, even if a formal request has not been received.

As the Department Chaplain you may be requested to give the invocation and the benediction at the three luncheons in honor of the Department President. Please remember this is up to the discretion of the Luncheon committee and they may forget to ask prior to the luncheon, so it is suggested that you come prepared.
**Voice of Democracy/Lincoln Pilgrimage**

You should receive a letter from the VFW's Headquarters requesting you to be a guest of the Commander at the Head Table for the Voice of Democracy Banquet, which implies to give the benediction.

**National President's Visit**

Be prepared for the various functions with prayers for the invocations and benedictions at the Council of Administration dinner with the National President and the Banquet and/or Luncheon in the National President's honor.

**Department Convention**

At the Department Convention you will assist with the opening and closing ceremonies as the Ritual directs for the Council of Administration meeting, the Ladies Convention and you will preside at the Ladies Auxiliary Memorial Service. The Department Chaplain WILL attend the practice for Ladies Memorial Services with the Color Team. (Refer to page 69 of the Auxiliary Ritual Memorial Services for National and Department Convention, for your part to recite at this service.) The Chaplain retires with the Conductress and colors and Chaplain carries in the Memorial Book.

You will also participate in the VFW's Memorial Service at Convention. Dress will be at the discretion of the Department President. Since 1992, the Gold Star Parents are honored at the VFW's Memorial Service Ceremony. As Chaplain, you are appointed as Chairman of the Gold Star Parent Presentation Committee.

Prior to Convention, you should be in contact with the Department President about the printed program for the Memorial Services. Check with her for a certain phrase or prayer she would like to incorporate in or on the program. Review pertinent information with her and have her proof the program prior to printing. The President will select the cover for the program AS WELL AS THE SONGS (you can have options for her to choose from).

**CONDUCTRESS**

Reference ARTICLE VIII OFFICERS Section 818 Conductress of the Bylaws.

As you proceed through the Department chairs, your duties as Department Conductress are noted in detail below. Please keep in contact with the Department Color Team, as you will be requested to perform specific duties for several events.

**Assignment**

Your assignment as Conductress is to be responsible for the Department’s 4 small Color Bearer Flags and the Flag and Banner along with their stands.

**Functions**

You have no special duty to perform at the Department Program Fair, but it is wise to attend, listen and learn. (It is up to the discretion of the Department President each year if she opts to hold Program Fair. This may change from year to year.)
**Department President Luncheons**

Customarily the Up State Luncheon hosts (Districts 2, 3, 4, 5, 16, 18, 19) request the Department Conductress, Assistant Conductress, and the Color Team to lead the escort. A letter from the Committee will be sent to the Conductress requesting them to attend. Always be prepared for the Mid State and Down State Luncheons, never wait to be asked, ask before you come unprepared.

The Department Flag and Banner should be posted at all three luncheons.

**Voice of Democracy/Lincoln Pilgrimage**

You may receive a letter from the VFW Headquarters requesting the Flag and Banner for the Voice of Democracy Banquet. The VFW Color Guard usually practices on Saturday afternoon of the VOD weekend. The Department Flag and Banner Bearers will present the Colors with the VFW Color Guard. The Color Team along with your Assistant Conductress will escort the head table and the District winners.

Five complimentary tickets for the VOD Banquet are paid at the VFW’s discretion (the remainder of the tickets can be budgeted by the Ladies’ Auxiliary VFW if needed).

**National President’s Visit**

It is your responsibility to line up the colors to welcome the National President at a location determined by the Department President and/or Committee. The Colors will also be needed for the Aisle of Honor if a banquet/reception is held in her honor.

**Jr. Unit Conference**

It is customary for the Department Youth Activities Chairman to ask you, as Department Conductress, to be at the meeting hall early to assist the Jr. Unit Color Team with their floor work. You will need to be prepared to practice the floor work with the Junior Unit Conductress and Color Team including the Officer’s March.

**National Convention**

It is your responsibility to transport the Department Colors or small flags to the National Convention site. You are responsible for contacting the Department Color Team prior to the National Convention with details regarding the Parade of Departments at the Patriotic Rally. It is advisable to attend the meeting regarding the Patriotic Rally in order to report back to those who will be participating (i.e. location of assembly, step off time, etc.).

IT IS ALSO YOUR RESPONSIBILITY TO HAVE THE FLAGS AT THE REHEARSAL/PRESENTATION AND TO RETRIEVE THEM FOLLOWING THE PRESENTATION. You may make arrangements with the Department Officers to deliver the flags to them and pick them up from them after the presentation. (Since 2009 National requested only 2 small flags due to airline restrictions. It is advisable to check prior to leaving for National Convention on the Patriotic Rally requirements.)
**Department Convention**

As Conductress, you will need to call a practice of the entire Department Color Team for Friday morning of the Department Convention. Prior to the Convention, you should contact the Color Team so they can plan their arrival/schedules accordingly. The entire Color Team includes Conductress, Assistant Conductress, Patriotic Instructor, Color Bearers 1,2,3,4, Flag Bearer, Banner Bearer, Convention Floor Team and/or Convention Floor Pages, the Musician and the Soloist is there to practice with the Musician. The Department Chaplain will also attend the practice for Memorial Services with the Color Team. Send a schedule of events to the entire Color Team noting where they have to be, at what time, **the dress as determined by the Department President**, etc. and any other pertinent details.

By the discretion of the Department President if the President chooses to do the Cross of Malta in lieu of the Officer’s March, schedule a practice for all those included in the Cross of Malta floor work.

Customarily, the Department Conductress is appointed as Chairman of the Flag and Banner Presentation Committee. This presentation is yours to **COMPLETELY** coordinate.

Make sure you bring comfortable walking shoes. As the Conductress you will be on your feet continuously during the convention. The Department President will determine the attire for the Department Convention.

**Gifts**

The Department Conductress advises the entire Color Team that she will be collecting for a gift for the Department President. Remember to include Department Chaplain, Assistant Conductress, Color Team, Patriotic Instructor, Historian, Musician, Assistant Musician, Soloist, Assistant Soloist, the Department Guard and Assistant Guard. The gift will be presented prior to the close of the Convention.

**Miscellaneous**

Keep in touch with you Color Team throughout the year so they know what is expected of them at each function beginning with the National Convention for the Patriotic Rally, to the Department President’s Luncheons, Voice of Democracy, Lincoln Pilgrimage, National President’s Visit thru the Department Convention. Whether by phone or letter notify them and ask them to respond back to you whether or not they plan to attend the function. It will normally be your responsibility to find a replacement, with the approval of the Department President.

**GUARD**

Reference ARTICLE VIII OFFICERS Section 819 Guard of the Bylaws.

Upon your election to the office of Department Guard, you are entering a most rewarding and humbling experience of your life. This is the beginning of six full years on the road to becoming President of the Department of Illinois Ladies Auxiliary to the Veterans of Foreign Wars of the United States. As Department Guard, you are in the "learning year"; sit back, listen and ask questions. Never be afraid to ask questions. Sometimes, it's the only way you will learn and asking is better than assuming.
Study the Bylaws and Ritual. READ THIS GUIDE BOOK! It is also a good idea to study Demeter’s Manual of Procedure. Familiarize yourself with the Program Book and who the Chairmen are. As Guard when you travel throughout the state, you will be asked questions about these by members of the Ladies Auxiliary.

**Assignment**

Your assignment as Guard is Remembrance Chairman. The Outgoing Guard will pass a sheet of paper asking the District Presidents to list their name, address, date of birth and District number at the Incoming District President’s Conference. The Birthday list will be passed on to the new Guard to complete by adding the other officers and the Past Department Presidents from the prior list passed down to you and eliminating the previous District Presidents. **SEND A COPY TO THE DEPARTMENT LINE OFFICERS.**

**Functions**

You have no special duty to perform at the Department Program Fair, but it is wise to attend, listen and learn. (It is up to the discretion of the Department President each year if she opts to hold Program Fair. This may change from year to year.)

**Department Convention**

The Guard and Assistant Guard take care of guarding the doors; dues cards are not checked until the morning of the election. NO ONE IS ALLOWED IN DURING THE ELECTION OF ANY ONE OFFICE AS THE RITUAL AND BYLAWS DIRECT.

By your direction and command of the door, your responsibility is to assist the Department President’s efforts in having the Convention Business Session run smoothly and in a timely manner. It is vital that you make sure when guests and/or group presentations are waiting in the hall prior to their escort in, monitor the noise level so it does not disrupt the meeting. Once the group is ready notify the President.

**GUARD’S REMINDER TO ASSISTANT CONDUCTRESS (PLEASE)**

It is customary that the Assistant Conductress collect towards a gift for the Conductress from the Color Team; the Assistant Conductress may not know this. As Guard, please take an opportunity to remind her of this duty in ample time prior to Convention. She should collect from the Color Bearers, Flag and Banner Bearer, Patriotic Instructor, Chaplain, and Assistant Guard.

**Miscellaneous**

When you receive the Department Guard Guidebook from your predecessor, it is a good idea to read the entries from all the past Guards. It will give you a better understanding of what is expected of you.

**National Convention**

If Illinois has a candidate for National Office at National Convention, you may be contacted by that candidate to assemble a group of Illinois ladies to assist in passing out the give-away.
• After the end of the National Election, as well as the closing of the convention, the committee needs to be ready with hand-outs/giveaways outside of the Convention meeting room.

• Prior to Big Ten meeting in October (morning of) hand-outs/giveaways are to be handed out to the attendees.

• The year of the election, handouts/giveaways are handed out at National Convention the Wednesday of Convention.

**Remembrance Chairman**

The Guard as Remembrance Chairman is to send out birthday cards to all members of the Council of Administration and Past Department Presidents; Get Well cards to Council of Administration members who are in the hospital and Sympathy cards to those with a loss of an immediate family member.

A Memoriam to the family in the amount of $20.00 is to be sent by the **Department Treasurer** in the event of a death of one of the following: Past Department President, Council of Administration Member, Department Officer (not member of Council of Administration), Chairman or Co-Chairman (including Hospital Representative and Deputies), Past Department Commander, Department Commander, Sr. Vice Commander, Jr. Vice Commander, Chaplain, Quartermaster, Adjutant, Surgeon, Chief of Staff, Judge Advocate, Department Service Officer or their immediate family (Husband, Mother, Father, Son or Daughter). Work with the Treasurer in this effort.

**As Remembrance Chairman at the COUNCIL MEETING**, you are expected to give a report noting the number of cards and postage used. Make three copies of your report, one for your records, one for the Department Treasurer as a bill for reimbursement and one for the Department Secretary to incorporate in the Council meeting minutes.

**CHIEF OF STAFF**

Reference ARTICLE VIII OFFICERS Section 815A Chief of Staff of the Bylaws.

**Assignment**

At the discretion of the Department President, you will conduct a Deputy Chief of Staff Conference at the first Council of Administration meeting or a Conference to be held separately. You will be responsible for gathering and compiling necessary information for each District Deputy to assist in contacting the bachelor posts, etc.

Assist the Department President.

**Council Meeting**

You are expected to report on the Extension of new Auxiliaries within the Department as well as faltering Auxiliaries during the Council meeting.
Functions

At Department Program Fair, come prepared with membership application cards and "How to Organize an Auxiliary" pamphlets. It is up to the discretion of the Department President each year if she opts to hold Program Fair.

Gifts

The Department Chief of Staff collects from the District Presidents and District Deputies for a gift to present to the Department President at Convention.
GENERAL GUIDELINES FOR ALL OFFICERS

LINE OFFICERS ATTENDING DISTRICT MEETINGS

A standing motion WAS made AND PASSED at the June 25, 2009 Council of Administration meeting that the Department of Illinois VFW Ladies Auxiliary elected Line Officers (with exception of the Secretary and Treasurer) adhere to the following District visitation:

GUARD - 6 different District Meetings plus your own District

CONDUCTRESS - 6 different District meetings from Guard term plus your Own District meeting

CHAPLAIN - 8 different District meetings from Conductress and Guard term plus your Own District meeting in addition to hospital visits as found in the hospital section

Jr. VICE PRESIDENT - 8 different District Meetings plus your own District in addition to hospital visits as found in the hospital section

Sr. VICE PRESIDENT - 6 different District Meetings plus your own District

As Department President, per the National Bylaws, you shall visit a meeting of all Districts during your term of office.

The Department President will schedule her visits first and in a Line Officer’s Meeting have the Line plan and finalize their schedule to limit the number of Line Officers at any one District meeting.

You were elected as an Officer of the Department by the Delegates of the Convention. These Delegates and other members enjoy when the Department Line Officers attend their meetings; it gives them a chance to "get to know you better" as an Officer, a member and a friend. You should also promote the workings of the National Organization as well as the Department.

There can and will be extenuating circumstances. If any of the above requirements are unattainable, please contact the Department President immediately.

Expenses

You are responsible for keeping a detailed travel report. Keep a record of all your miles along with hotel room and food receipts for all functions you attend. This will make it easier for you to compile your Officer's Year End Report for the Department Convention Book, as well as, your expense/travel report. This report needs to be submitted for approval prior to receiving your Officer's Stipend. Make a copy for your records and send/email to the Department President for approval; she will forward to the Department Treasurer who will issue your stipend.

If you are requested to represent the Department of Illinois Ladies Auxiliary at another Patriotic Organizations Convention, a gift should be given ($10.00 cash). The Department Treasurer will issue a check made payable to you upon notification and approval from the Department President.
Reimbursement of Expenses

You will be reimbursed for mileage based on $0.35 per mile and 1/2 actual cost of lodging. Reimbursement of travel expenses not to exceed the budgeted approved amount.

Plan on Attending

- Department Commander's Homecoming
- Department President's Homecoming
- All Three Department Luncheons
- Illinois Day at VFW National Home for Children
- Big Ten Conference (unless delegate)
- Voice of Democracy/Lincoln's Pilgrimage
- National President's visit
- Jr. Unit Conference
- Department Chairmen’s Conference
- Incoming District Presidents Conference
- National Convention, it is advisable to attend some or all of the business sessions unless you are the President or Jr. Past President when you are on budgeted expenses.

Gifts

You should remember to give a personal gift to your Page at Convention.

All elected Officers and the Secretary will be allowed to have one page with the exception of the President. The President will appoint her pages as needed. It is your responsibility to select your Page to assist you during the Convention. Your selection could be from your Auxiliary and/or District. Your Page can help assist with the floor work as needed, run errands, etc. You may wish the same Page to serve with you as you go through the chairs or select a different Page each year.

You will be invited to the Council of Administration Cocktail Party and Dinner; you can give a PERSONAL gift to the Past Department President leaving Council and to the Department President.

Big Ten Conference

If you go to the Big Ten Conference in October, bring 10 small gifts for the other nine States and your National Officer. Customarily the Department President will give you 10 cancer pins for our counter-parts. There will be a small meeting as a way of getting to know your counter-parts. It is very informal and fun. Bring a camera and take a lot of pictures.

Also, you may be asked to participate in the membership skit. The Membership Chairman will let you know in advance what type of costume will be needed.

When Illinois has a candidate for National Guard, handouts/giveaways are done the morning of/prior to the opening of the Conference.
Jr. Girls Unit Conference

You should plan to attend the Jr. Girls Conference. You may be asked to assist the corresponding Department Jr. Unit officer with her duties during the conference.

DEPUTY CHIEF’S OF STAFF

The Deputy Chief of Staff is under the supervision of the Department Chief of Staff. In the capacity of Deputy Chief of Staff you may be appointed as a knowledgeable member to assist any new Auxiliary formed within a District. You should have an open line of communication with that District President.

Under the direction of the Department Chief of Staff or the Department President, you may be asked to assist a new Auxiliary as follows:

- Give instruction to the Treasurer regarding the reporting of dues and assist in setting up the ledger book and records.
- Instruct the Secretary and Trustees regarding their duties.
- Advise the Auxiliary that the order of a business meeting, found in Ritual.
- Advise the Auxiliary that the duties of Officers and Chairmen can be found in the current Bylaws and Booklet of Instruction.
- Explain ritualistic procedures.
- Explain the Auxiliary National Program and the procedure for reporting local Auxiliary participation in these programs.
- The advisor (Deputy) may assist the Officers of the new Auxiliary in completing the details to obtain the Charter. The Advisor (Deputy) should remember that Auxiliary procedures may be confusing to members of the new Auxiliary. Patience, tact, good will and a sense of humor will ease most difficulties.

Should you have questions on the specifics of the task, contact the Department Chief of Staff for further instruction.

The Deputy Chief of Staff also serves as a liaison between Department and District. The Department President may call on you to assist faltering Auxiliaries in a District and recently, more emphasis is being put on assisting faltering Auxiliaries. We need to maintain the Auxiliaries we have and try to work out any situations.

Contact New Posts at the direction of the Department President.

Refer to Section 201 Formation of Auxiliary

Disbandment

The Department President must be notified immediately. As directed by the Bylaws, every member must be notified of contemplated action. If an Auxiliary votes to disband: the priority is to see that all the members are contacted as directed by the Bylaws. After disbanding, send a letter to every member of that Auxiliary inviting them to transfer their membership to another Auxiliary within the District. Provide the members of a disbanded Auxiliary with a list of Auxiliaries in the vicinity; include the President's name and address. Offer your assistance to
help make the transition as easy as possible. Send a report to the Department Chief of Staff with copies of all letters sent.

**Duties and Responsibilities of the DISTRICT PRESIDENT**

Have a CURRENT copy and be familiar with the Bylaws, Booklet of Instruction and Ritual, and the Department Bylaws and rules; as well as a copy of Demeter’s Manual of Parliamentary Procedure.

Appoint a Chairman for every activity. Make sure the Chairman is doing the job. If not, remove her and appoint a new one. A Chairman should be interested in her chairmanship, promote it, and be able to sell it to others.

**A LIST SHOULD BE MADE FOR EACH DEPARTMENT CHAIRMAN LISTING YOUR DISTRICT CHAIRMAN AND THE CHAIRMAN FROM EACH AUXILIARY. THIS LIST SHOULD INCLUDE NAME, ADDRESS AND PHONE NUMBER.**

Use your District Officers. You can’t do everything yourself. Assign duties to them and make them feel they are needed.

Remember, communication is key to a successful year.

Keep in constant contact with your Auxiliaries and District Officers through regular letters, bulletin and visits. Know every Auxiliary President by her first name and familiarize yourself with the interests and background of your Auxiliary Presidents. Make certain that your Auxiliaries conduct regular audits, hold regular meetings, conduct membership drives, and carry out the programs of the VFW.

Visit each Auxiliary at least once. There is no substitute for personal contact. The District President should be the first person the Auxiliary President thinks of when help or advice is needed.

**Help weak Auxiliaries.** Show a concern for their problems, assign a junior officer to help with their membership drives, suggest programs and methods of carrying them out, and encourage other Auxiliaries to help.

Remember to respond to all communications, including email, promptly.

**LEADERSHIP**

**Appearance**

You are very visible not just from your Auxiliary Sisters and VFW Comrades, but in your community by leaders of other organization and the media as well. It is vital to remember that you represent the Auxiliary viewpoint and NOT your own personal views.
Your appearance also reflects on the organization. This means you must be neat and well groomed at all times, it does not mean you need a new wardrobe. Simply take extra care in seeing that hemlines are not sagging or too short, hose are in good condition, heels are not run down and that your hair and makeup are attractive and neat.

SMILE. A warm and welcome smile and a firm handshake can do a lot to spark interest and create a good impression. Be gracious. Be complimentary. Look for the good points. Be diplomatic when correcting mistakes or errors. Remember, it is not always what is said that hurts feelings, but how it is said.

**Pointers for Making Introductions and Giving Speeches**

BE PREPARED. Know your subject; whether it is a person you are going to introduce or Auxiliary programs and policies you are going to explain. Then, organize what you are going to say and don’t rely on inspiration. For practice, read aloud any prepared speech several times. Say it in front of a mirror to see your facial expressions. Good preparation will make your speech better because you will be more comfortable.

Use a highlighter to emphasize key words so you will remember to give them emphasis. This will also help you find those key thoughts as you look back and forth from your speech to the audience.

**DON'T'S**
- Don't be afraid of your voice.
- Don't forget your audience can think. Don't try to bluff your way through or insult their intelligence.
- Don't cover too much ground. **DISCUSS PERTINENT SUBJECTS.**
- Don't force gestures.

**DO'S**
- Have a definite purpose to your speech. **KEEP IT CONCISE.**
- Use the inflection of your voice and gestures you are comfortable with when you want to make a special point.
- Use a conversational tone, but loud enough to be heard.
- Look your audience in the eye.
- Use correct grammar and pronunciation.
- Pauses are great oratorical value.

**Practical Pointers for Presiding Officers**

Thorough preparation and organization will make your meeting run smoothly. When you’ve taken the time to consider what you want to discuss, secure the facts and organize your thoughts into a well-planned agenda, you will be setting a business like example. It will help expedite business, keep members alert and interested, and
stimulate the enthusiasm needed to achieve the objectives. Being prepared will also give you confidence!

**How to Prepare for a Meeting**

- Review previous minutes to see if there is old business to bring up and to provide you with background information.
- Know the correct name and titles of all Officers, Committee Chairmen, speakers or any guests who will be participating.
- Prepare a timed agenda and stick to it.
- Find out all the facts on any announcements you will make.
- Notify everyone who is expected to report, clarify what you expect and explain how much time will be allotted.
- If you feel strongly about an issue, line up your supporters. Check out the facts with them ahead of time.
- Before the meeting, give a copy of the agenda to the Secretary and the Senior Vice President.
- Take the National Bylaws, Booklet of Instructions, Program Book, Hospital Handbook and Demeter’s Manual, and any other pertinent information with you. Keep up to date on this information because you are the chief consultant on these facts.
- Take your gavel and a watch or clock, to time each portion of the meeting and speed up some sections, if necessary, so that you will adjourn on time; and a calendar to check future dates.

Get there early to test the microphones, room temperature, seating arrangements and anything else necessary to help your meeting run smoothly. If you cannot do this, assign someone else to check on these things for you.

Start the meeting on TIME!! If you start late, people will come to future meetings later and later. Starting on time and ending on time are important. People appreciate it when you are considerate of their time.

**How to Run an Orderly Meeting**

Conducting an orderly meeting will be your responsibility. If you are nervous, excited, undignified, antagonistic or unprepared, members will mirror your actions and a turbulent meeting may be the result. As mentioned earlier, preparation builds confidence.

- Be sure a QUORUM is present as set forth in the Ladies Auxiliary VFW National Bylaws.
- Be knowledgeable about Parliamentary Law. You are not expected to know all of the law, but you should know the basic rules. Parliamentary Law is simply common sense and courtesy and it enables the Auxiliary to transact business with speed and efficiency while protecting the rights of each individual, and preserving the spirit of harmony in the group.
• Be courteous, but firm in enforcing decorum. Refrain from raising your voice. A
presiding officer never "wisecracks", but should have a sense of humor.
• Use the gavel - - to open meeting, call attention, raise and sit membership,
maintain order. At all other times, the gavel is laid on the podium.

When the **PRESIDENT SITS OR STANDS** - - sit when listening to reports, speaker, etc.
Stand to state a motion, put it to a vote, and to announce the vote. Avoid leaning on the
desk or podium. Stand erect. Speak slowly and distinctly.

Remember, it is the **MOTION** which is out of order, not the **PERSON**. Never say, "You
are out of order" . . . say "The Motion is out of order." Make it the rule not the person.
BE IMPERSONAL. It is the CHAIR, not "I" who rules, thinks, recognizes, appoints, etc.
Never tell a member to "sit down". Request that she "please take her seat".

As the President, you never "turn the meeting over" to anyone. You introduce a guest
speaker, present Officers and Chairmen and call on people for reports.

Try to be sure that everyone is heard who wants to be. Encourage discussions and,
when necessary, summarize what's been said to clarify statements and avoid
misunderstandings but don't monopolize the meeting, and keep discussions on an
impersonal level.

Remember that the majority rules, but the minority must be heard. The rules of order
are to facilitate action and justice, not obstruct it.

Be alert to the "nuisance-types" in every group, i.e., the orator, who loves to hear herself
talk and monopolizes the meeting. After a suitable time, say, "Excuse me for
interrupting, Mary, but we're running short of time and there are several other members
who have points they want to make."

**DO NOT INTRODUCE BUSINESS FROM THE CHAIR.** Your special projects should
be introduced by a member, so have someone prepared to do so.

When you report or debate, ask the Senior Vice President to preside (at her station). If
you debate a question, the Senior Vice President carries the motion to its conclusion.

**Voting**

Make frequent use of **GENERAL CONSENT** - - say, "The minutes will stand approved
as read (or corrected), if there is no objection, or "If there is no further business, the
meeting is adjourned, if there is no objection."

**CALLING FOR THE VOTE** - - Don't say, "Vote by the usual sign." Tell the membership
how the vote will be taken. To say - - **AYE** or **NO** - - to **STAND** or **BE SEATED** - - to
**RAISE HANDS**, or **PUT THEM DOWN**.
After the motion has been made, state the question, thus: "It's been moved by ______________ and seconded by ______________ that we . . . is there any discussion? Announce the results: "The ayes have it and the motion to . . . is carried." Or, "The No's have it and the motion to . . . is lost."

In a counted vote, always announce the results in numbers. Remember, a tie vote is a lost motion.

The President may vote if she wishes. However, she wisely refrains from voting unless her vote will change the outcome such as making or breaking a tie.

Do not take a "unanimous vote" for granted, unless you ask the members: "That seems to be a unanimous vote. Are there any objections to recording it as unanimous? (Of course, one objection will keep it from being unanimous.) A motion is not complete until it has been brought to a vote.

Since it is discourteous to shout, "Question" when time for discussion on a motion, say, "Is there any discussion (or debate) on the motion?"

**During the President’s Term**

In making decisions, be kind yet firm. Never vacillate. Take time to think things through. If you don't know the answer, simply say you will get the information for them. If you do make a mistake, don't be afraid to admit it.

Although there may be few exceptions, the President should not appoint the same members to important positions constantly. All members should have equal opportunities to shine.

Check graciously on committee functioning. If a Chairman is not performing assignments properly - - relieve her of the duties and make new appointments. (The President has the authority to appoint and remove.)

**At the End of the President’s Term**

Be sure all required reports are completed and submitted on every level of the organization. Be aware of deadline dates for reports and be sure to meet them.

Turn over your files and records to the incoming President, and see that each Chairman and Officer does the same. It is your duty to see that your leadership team completes this final responsibility - - so we can continue our organization's outstanding leadership and service.
DEPARTMENT CHAIRMEN

The element of teamwork starts with you. Your selection as a Department Chairman means that the President has her utmost confidence in your ability to promote the program. Once accepting this responsibility now it is your turn to prove her right.

Every program sponsored by the VFW and Ladies Auxiliaries, whether jointly or separately, C - O - M - P - L - I - M - E - N - T each other.

The Sr. Vice President will supply previous Bulletins chairmen have included in General Orders mailings for your review to help trigger your imagination. Following the Sr. Vice President’s Conference, she will send you a copy of the National Director’s program for your respective chairmanship. Now, you need to develop the program for Illinois to promote. Review the National Awards and include and/or incorporate these awards in your program.

By accepting this appointment, you have accepted ALL the responsibilities that come with it. These responsibilities should be very high on your priority list.

Researching for your respective chairmanship should give you the passion for its development, nurturing and promoting the program statewide. You need to become your program, care for it, understand it, live it and want it. Acquaint yourself with other types of research media to obtain fresh information; the internet offers a multitude of opportunities. Referring to old bulletins is a good reference but we need to update our resources!

**Bulletin Deadlines (Bulletins to be included in General Order Mailing)**

The deadline for the Bulletins to be in the Department Office is by order of the Department President; failure to do so, unfortunately means your Bulletin will not be included. Please mail/email a clean copy of your bulletin in ample time to the Department Office.

**National Director**

Following the Department Convention, send a letter of introduction and a copy of your program to the National Director. Remember to keep in contact with your National Director throughout the year. After your Bulletin is submitted, please send it your National Director (typed or handwritten); a note is always a nice touch.

**“The Plate”**

As a Department Chairman one of the National Awards for you to receive is “the plate”. Know the competition in your membership group. Make “the plate” your goal. When writing your bulletin keep in mind “the plate”. It’s okay to tell yourself you want “the plate”. The President, the Officers, Delegates and members of Illinois at the National Convention want to hear Illinois win. Do it not just to reward yourself but reaffirm the President’s choice for the chairmanship.

**Teamwork**

“Teamwork is the ability to work together towards a common vision. The ability to direct individual accomplishments towards organizational objectives. It is the fuel that allows common people to attain uncommon result.”
As a Department Chairman you are an important member of the “TEAM”. We need to have more participation from the District Chairmen. At the end of the year when information is needed for year-end reporting, make your first call to the District President.

The District Chairmen are a significant asset to this team. We would like to change that and make them an important member of the team too.

In May, the Department Office will issue a letter/email to the Department Chairmen with the total number of Auxiliaries National says the Department of Illinois will be responsible for. It is also important for the Department Office to include a listing of the disbanded Auxiliaries so the Department Chairman will know that a report will not be received from that Auxiliary. Newly instituted Auxiliaries are NOT responsible for donations or reports the first year they are instituted.

**IT IS ABSOLUTELY UNACCEPTABLE FOR ANY DEPARTMENT CHAIRMAN TO SUBMIT A REPORT THAT DOES NOT REPORT THE DEPARTMENT AS BEING 100% REPORTED AND AT A MINIMUM OF 85% PARTICIPATED. IT IS YOUR DUTY AS A DEPARTMENT CHAIRMAN TO CALL THE DISTRICT PRESIDENT, AUXILIARY PRESIDENT OR AUXILIARY CHAIRMAN TO OBTAIN THE NEEDED REPORTS TO OBTAIN THIS GOAL.**

**WEBMASTER**

The WEBMASTER is responsible for creating and maintaining the Department of Illinois Ladies Auxiliary website. Information for inclusion on the web site must be provided to the webmaster in writing.

The maintenance includes but is not limited to the following:

- A program page for each program that includes an intro from the Department Chairman with her picture, the program from the program book, the report form, and a link to the online report form and all bulletins. It can include links as requested by the Department Chairman.
- The Home Page will include a picture of the President and a welcome message. Also listed will be all officers with their hometown and a picture.
- A page/link for the donations listing as submitted by the Department Treasurer
- A page/link for the X Sheet
- A Membership page with a link to each month’s reports
- Links to appropriate VFW and Ladies Auxiliary pages
- A General Orders Page with monthly corresponding General Orders pages
- Eligibility information
- District Information
- Auxiliary listing of Auxiliaries in the Department
- A Dates to Remember page
- A news page that will have links to pages from events that can include pictures
- Other pages as needed or directed by the Department President

Special National and Department alerts and announcements can be placed on the page by request.

Other items can be placed on the website by requesting the webmaster to include it.
EVENTS COORDINATOR

The Events Coordinator makes the necessary arrangements with hotels, VFW Posts or other facilities that hosting a Ladies Auxiliary function. The Events Coordinator will negotiate contracts, but cannot sign the contracts. All contracts must be signed by the Department Treasurer.

All hotel accommodations for Council of Administration meetings except the first council meeting and Convention are customarily made with the VFW Headquarters in Springfield. Other accommodations, i.e., Big Ten, Mid-Year, National President’s Homecoming and National Convention are to be made on your own. Hotel accommodations for the Department Chairmen’s Conference, District Presidents’ Conference, Hospital Conference, Deputy Chiefs of Staff Conference and Jr. Unit Conference will be handled by the Events Coordinator.

The Events Coordinator will work with the facilities and consult with the Department President. The Events Coordinator should be familiar with the budget so that all expenses remain within the amounts accepted by the Council of Administration.

At the discretion of the Department Sr. Vice President, you may be asked to assist with the coordination of the Incoming Chairmen’s Conference, Incoming District Presidents’ Conference, Chief of Staff Conference and Hospital Conference.

Council of Administration Meetings

July/August

Summer Council of Administration meeting the Events Coordinator will work with the VFW to secure a comp room for the Department President. The Events Coordinator will contact the hotel sales/Catering that will be hosting the Council of Administration meeting to coordinate a meeting room.

October/November

Fall Council of Administration meeting, the Events Coordinator may work with the VFW or the hotel directly to secure a comp room for the Department President. The Events Coordinator will contact the hotel Sales/Catering that will be hosting the Council of Administration meeting and coordinate a meeting room and sleeping rooms.

February

Winter Council of Administration meeting, the Events Coordinator may work with the VFW to secure a comp room for the Department President/Sr. Vice President. The Events Coordinator will contact the hotel sales/Catering that will be hosting the Council of Administration meeting to coordinate a meeting room and sleeping rooms.

June

Department Convention Council of Administration meeting, the Events Coordinator may work with the VFW to secure a comp room for the Department President, Department Sr. Vice President, Department Jr. Vice President, Department Secretary, Department Treasurer and
**Event Coordinator as available.** The Coordinator will contact the hotel Sales/Catering hosting the Council of Administration meeting to coordinate a meeting room, dinner functions, Cancer Booth area, registration area, etc. for our annual conclave.

**The Events Coordinator will make the reservation for the National Representative.**

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<th>Functions</th>
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<td>Set Convention Floor and Hall for Meeting</td>
<td>Events Coordinator</td>
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<td>- Set Floor for Floor Work</td>
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<td>- Officer Banners</td>
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Provisions/Arrangements made for:
- Cancer Booth
- Registration
- Credentials
- Past District President’s Meeting Room
- First Aid

- Flowers for Joint Memorial Services
  - Department Secretary
- Flowers for Ladies Memorial Service
  - Department Treasurer
- Gold Star Parents
  - Chaplain/Conductress
- Page Badges
  - Secretary
- Convention Badges
  - Secretary
- Citations for Programs
  - Secretary/Chairmen
- Patriotic Organizations
  - Secretary
- Flag and Banner Presentation
  - Conductress
- Council Dinner
  - President/Events Coordinator
- Agenda
  - President/Secretary
- Accommodations
  - Events Coordinator
- Cocktail Party
  - #2 PDP on Council
- Patriotic Rally
  - VFW and Patriotic Instructor
- PDP Get Together
  - Events Coordinator with the PDP President

**Special Functions**

**National President’s Visit**

Work with President on hotel arrangements, special needs for National President, work with committee on banquet arrangements, hall, menu, etc.

The Coordinator will assist the President, Chairman and Co-Chairman as requested.
**Program Fair**

The Events Coordinator will assist in arrangements for the Chairmen’s Program Fair. It is held by the Chairmen for the members to learn more about their programs.

**COMMITTEES**

**Audit Committee**

(Also reference Bylaws Section 606C)

The Department President shall appoint an Audit Committee composed of at least three (3) members of the Council of Administration or any Past Department President. It shall be the duty of the Audit Committee to properly audit the books and records of the Department Treasurer, to include the Cancer Booth Fund, all Hospital Funds, and National Line Officers Fund (if applicable). A detailed statement will be reported at each Council of Administration meeting. The Audit Committee shall certify by their signatures in the books that the books and records were found correct. The Audit Committee must sign approved April audit before sending it to National Headquarters.

Chairman of Audit Committee shall schedule audits to allow Treasurer ample time to get Budget and Treasurer’s Report to Council and Budget Committee ten (10) days prior to Council meeting.

**Budget Committee**

(Also reference Bylaws Section 606D)

The Budget Committee shall consist of a chairman and minimum of two (2) members, appointed by the Department President. The Budget Committee shall prepare a proposed budget from the tentative budget submitted by the Department Treasurer insuring it sets forth all estimated receipts and anticipated expenses for the financial operation of the Department for the ensuing year. The proposed budget shall be submitted by the Chairman of the Budget Committee to the members of the Department Council of Administration for adoption at its second meeting following the Department Convention. Final action must be taken on the adoption of the budget at said meeting and when adopted, it shall control expenditures of the Department, unless otherwise provided by the Council of Administration. A copy of the approved budget must be forwarded to the National Treasurer. All members of the budget committee must sign the budget before it is sent to the National Treasurer.

The Budget Committee shall review the latest Budget report prior to all Council of Administration meetings and call the Council's attention to items that may need action.

The Department Treasurer shall submit a copy of the budget and Treasurer's Report to the Budget Chairman and Department President at least ten (10) days prior to council meeting, for review prior to her report at the Council.

The final budget for the previous year is to be presented and approved **no later than the third Council of Administration Meeting. Approval of the Council of Administration is needed if the final budget cannot be done at that time.**
HOSPITAL PROGRAM

Hospital and VAVS Program
All VAVS Representatives, Deputies and Associates Representatives are certified for an "Indefinite Period" (until replaced).

If your VAVS Representatives, Deputies and Associate Representatives are to be the same ones they will not be re-certified. Their previous certification remains in effect ("indefinite period").

Department President

The Department President must give the hospital program her continued support, encouragement and interest. She shall promote the hospital program by discussing it during her visits to the Districts. She shall:

1. Choose each VAVS Representative, Deputy, Associate Representative and representatives to other hospitals, where applicable, with great care. She shall seek effective, enthusiastic women who work well with people, are capable of enlisting the help of others and can organize that help to the best advantage. When a Representative or Deputy is to be named, the Department President may consult with the officers of local Auxiliaries near the hospital for recommendations. A good representative should be retained.

2. Replace a VAVS Representative, Deputy or Associate Representative when it is in the best interests of the Department Hospital Program. Should it be necessary to remove a current Representative, she must be notified in writing with copies to the Veterans Affairs Medical Center, Department Hospital Chairman, National Hospital Director and National Headquarters Office. A letter of recommendation including the name, address, telephone number and Auxiliary number of the new Representative shall be submitted to National Headquarters for certification.

3. Submit to National Headquarters her recommendation for certification of all VAVS Representatives, Deputies and Associates Representatives for the ensuing year on forms furnished for that purpose.

4. Send a letter of recommendation to the National Headquarters Office, with copies to the National Hospital Director and Chief, Voluntary Service advising that a Representative has qualified to become an Honorary VAVS Representative. National Headquarters will issue a special certificate of merit to be presented to her.

5. Maintain her interest in the work of each Representative.

6. Visit each VA hospital in her state where there is a Department Representative.

Department Hospital Chairman

The Department Hospital Chairman is appointed by the Department President and is responsible for coordinating all Ladies Auxiliary VFW hospital work within her state, including work done in VA Medical Centers, military, community and children's hospitals, nursing and convalescent homes, therapy centers, clinics, etc. She shall:
1. See that resources of money and volunteer hours are well spent in service to hospital patients.

2. Keep the Auxiliaries within her Department informed by sending promotional bulletins, with copies to the National Deputy Director.

3. See that the Ladies Auxiliary VFW is well represented on the VAVS Advisory Committee at each VA Medical Center in her Department.

4. Read the minutes of the quarterly VAVS Advisory Committee meetings held at each Medical Center in her Department. She shall check attendance, commend good attendance, inquire about the reason for any continued absences and immediately inform the Department President of any issue that may require her attention.

5. Recommend to the Department President the replacement of Representatives who are not fulfilling their responsibilities at VA or other hospitals.

6. Maintain a permanent file of service pins awarded to volunteers to be turned over to her successor.

7. See that all important information provided by the National Director, Deputy Director and National Chairman is forwarded to the VAVS Representatives, Hospital Representatives and local Auxiliary Hospital Chairmen.

8. The Department Hospital Chairman has an expense account and she should see that the Department Officer traveling to the facility for official visits is reimbursed by the Department Treasurer for the officer’s travel. Every effort should be made so the Officer traveling does not have out of pocket expense

Refer to the HOSPITAL PROGRAM AND VAVS GUIDE (Revised January 2013) issued by the Ladies Auxiliary to the Veteran of Foreign Wars for further details.

HOSPITAL VISITS

The Chaplain w/Hospital Chairman and/or Co-Chairman Visiting Out of State VA Facilities with Illinois Representative

The Chaplain during her term of office will coordinate with the Hospital Chairman and/or Co-Chairman about making her official visit to the three out of state facilities where Illinois has representation; Jefferson Barracks, John Cochran and Madison.

Jr. Vice President w/Hospital Chairman and/or Co-Chairman visiting Illinois Veterans’ Homes with Illinois Representative

The Jr. Vice President during her term of office will coordinate with the Hospital Chairman and/or Co-Chairman about making her official visit to the four Illinois Veterans’ Homes where Illinois has representation; Anna, LaSalle, Manteno and Quincy.
President w/ Hospital Chairman and/or Co-Chairman Official Visit to Illinois VA facilities

As President the remaining facilities in the State of Illinois will be visited along with the Hospital Chairman; Edward Hines, Jesse Brown (formerly West Side), Captain James A. Lovell Federal Health Care Center (formerly North Chicago), VA Illiana Medical Center (aka Danville), and Marion.

NATIONAL CONVENTION

The Jr. Past Department President may have a Convention appointment from the National President. The appointment is at the discretion of the National President and can vary from working Registration, Floor Page, or Assistant Guard as a few examples. Depending on the appointment, the Jr. Past President may or may not be in the room when awards are announced. If she is not in the room, and if the Chairman winning the award is not present, the Department President should accept the award.

The Line Officers usually sit together in the first row where the Illinois sign is located on the Convention floor.

- Following are tentative highlights that as Department President are your responsibility to attend since you receive Department expenses. Check the National Magazine or Auxiliary Website for Convention Schedule information.
- National Council of Administration meeting
- Joint Memorial Service
- Big Ten Conference Meeting
- Auxiliary Opening Session
- Joint Opening
- National President's Luncheon/Dinner
- All Auxiliary Business Sessions
- Flag and Banner Presentation
- Workshops (as time permits)
- Patriotic Rally
- Ladies Memorial Services
- Nomination of Officers

Flight Schedule permitting:
- Installation of Officers
- Commander in Chief and National President's Reception

It has been customary and at the Department President's discretion, to ask the Sr. Vice President and Jr. Vice President to bring in the Flag and Banner or 2 small flags at the Flag and Banner Presentation.

It is customary at National Convention to present a corsage to any member being installed at National Convention. This includes the National Council Member.
Illinois Candidate for National Office

If Illinois has a candidate for National Officer at National Convention, the candidate will make arrangements with the Department Guard to assemble a group of Illinois Ladies to assist in passing out the give-a-ways.

- After the end of the National Election, as well as the closing of the convention, the committee needs to be ready with hand-outs outside of the Convention meeting room
- The year of the election, handouts/giveaways are handed out at National Convention the Wednesday of Convention.

Outline/Timeline for Candidate

Have Department's endorsement at least three to four years in advance so fundraising can start early on for upcoming expenses.

Choose a knowledgeable and strong Campaign Chairman and Committee.

Prior to the National Convention that you declare your candidacy, develop a campaign brochure for distribution during the year you are a candidate.

- Campaign Brochure:
  - National Convention 1st announcement 900
  - Big Ten Conference 350
  - Eastern Conference 300
  - Southern Conference 350
  - Western Conference 300
  - Mid-Year Conference 300 (optional)
  - National Convention Final handout 1,000-1,500
  - Past National Presidents 20+
  - Conference Meetings 500

Past National President’s gifts should be delivered to a specific area where they will be gathering for their reception and dinner (usually on Sunday of National Convention). Gift needs to be easily stored in their suitcase. Ask National Secretary/Treasurer for time and location.

Write letters requesting permission to attend each of the fall conferences as soon as National Convention is completed. Letter should go to Conference President and Secretary. Make sure you include who you will be traveling with. Ask for hotel, banquet and other information in the request letter.

Speeches at Conference should be no more than five to six minutes.

National President's Homecoming: Make all hotel and banquet reservation and usually an ad is placed in the Homecoming Book.

Campaign Ad to be done for each Conference meeting if a Program Book is printed.

A letter of support is to be sent early-mid May to the Department Presidents and Secretaries to read at all Department Conventions. Announcement cards to be printed and sent.
The National Editor will contact all candidates running for the office of Guard with one or two questions. This is for an article in an issue printed prior to the National Convention.

Write letters requesting permission to attend each of the Conference meetings at National Convention prior to the election (June). Letter should go to the Conference President and Secretary. Make sure you include that you will be making a three to five minute speech and you will be in the company of other members of your Department.

Tally Sheets: It is the responsibility of the candidates for National Guard to prepare, run copies and get them to the National Convention. Estimated amount 1,000 to 1,500. Tally Sheets must first be approved by the National Secretary/Treasurer before making any copies. Double check with National, in the past they ran the tally sheets and billed the candidates.

Sometime in May/June the Candidate should receive a letter from either the current National Guard or National Headquarters with suggestions and directions on what is needed or expected of you after the completion of your expected speech should you win.

Make as many caucuses as you can. You can't possibly be prepared to answer the many different questions they will ask.

Always say hello, always wear a smile, please and thank you's always go a long way and will always be remembered.

Fundraising for Campaign Expenses

- The Department upon or shortly thereafter naming the Chairman and Committee, should plan for a fundraiser to cover campaign expenses. There can be several fundraising ideas and/or efforts from a year-long raffle, monthly lottery, raffle tickets for prizes, selling of merchandise and so on.

- The expenses that would be incurred by the campaign fund cover the expense of printing of the raffle tickets, postage for mailing, envelopes and printing of letters. Never turn down a donation if someone is willing to pay for the envelopes or run off the letters.

- When the candidate starts her travels to National functions and the other Conferences the registration fee, hotel, airfare or mileage, campaign ad and giveaways is covered by the campaign fund. This would be for the Candidate and whoever she selects to accompany her to introduce her to the Conferences.

- The functions she should attend are the National Convention where she declares her candidacy, National President's Homecoming, Big Ten Conference, Eastern Conference, Southern Conference, Western Conference, Mid-Year Conference and National Convention where hopefully Illinois' candidate will be elected as National Guard to start her five year journey to becoming the National President.

**ILLINOIS DAY at the VFW National Home for Children**

The Department President and Commander along with their respective Department Veteran's and Family Support Chairmen discuss plans for Illinois Day at the National Home. Based on the
wishes of the President and Commander, the necessary plans and arrangements are carried out by the VFW and Auxiliary Chairmen with the staff at National Home.

The Department Auxiliary Chairman should be aware that the VFW needs to know who and how many may be planning to attend due to the fact that lunch is served during your visit at the Home. Necessary information on Illinois Day at National Home should be included in the Veteran’s and Family Support Bulletin submitted by the Chairman including information on hotel accommodations, directions to the home and planned activities.

THE DEPARTMENT PRESIDENT WILL PUT IN WRITING TO THE HOME ANY CONCERNS, QUESTIONS, OR COMMENTS THAT HAVE BEEN NOTED.

ANY PURCHASES OR GIFTS WILL BE APPROVED BY THE COUNCIL OF ADMINISTRATION.

The Department Budget allows for the President and Chairman’s travel and accommodations for this trip.

BIG TEN CONFERENCE

The Big Ten Conference is a yearly event hosted by a State in the Big Ten Conference. The states rotate alphabetically on hosting the conference in October. The Big Ten States are Illinois; Indiana; Iowa; Michigan; Minnesota; Missouri; Nebraska; Ohio; South Dakota; and Wisconsin. The purpose of this Conference is to update the membership on the current programs. Each Department President is asked to promote a program at the morning session. During the afternoon session each Department performs their Membership Skit. Other business is election of officers, and greeting and visiting with the National Line Officers.

At the discretion of the Department President she shall instruct the Department Treasurer to submit registration fees for all Delegates to the Conference. Each Department has Delegates plus the President to the Big Ten Conference. Illinois has the President and four. It is at the discretion of the Department President as to who the Delegates are. Customarily, it is the Sr. Vice; Jr. Vice; Jr. Past Department President; Secretary and/or Treasurer.

The morning session of the Conference is to conduct necessary business on the agenda and to hear program presentation made by the Department President. At the Big Ten Meeting at National Convention, the Department Presidents draw for their program presentations.

Nomination of Big Ten Officers and their Installation is also conducted at this meeting prior to the Membership Skit presentation. The Officers of the Big Ten include Big Ten President, Vice President, Treasurer, Chaplain, Conductress, and Guard. Each year, alphabetically in Big Ten State rotation, the Guard is elected and follows through the chairs as mentioned. Every tenth year, Illinois proposes a candidate to be elected as Big Ten Guard. It is customary that Illinois makes a motion at the June Department Convention to endorse their candidate for Big Ten Guard at the October meeting.

There is a registration associated to the conference that will include lunch and dinner.
The Membership Chairman and Co-Chairman will make the necessary arrangements to ensure the major parts of the membership Skit are covered in case of absence of a key character. It is advisable to communicate with the District Presidents to find out who will be attending.

**ILLINOIS HOSTING THE BIG TEN CONFERENCE**

At least two years prior to the actual Conference being hosted by Illinois, the Department President along with the Department Commander should announce their appointment of Chairman for the Ladies Auxiliary and the VFW. The President and Commander should confer with their respective Jr. Vices (President and Commander the year Illinois hosts the Conference) prior to the selection and allow them to make the announcement of the Chairmen during your year. The Ladies Auxiliary Chairman and Committee will assist the Illinois VFW in the various tasks associated with hosting the Big Ten Conference.

After securing a hotel location and making the necessary arrangements for the Conference, the VFW determines the registration fee and **WILL** have the pertinent information printed for distribution at the October Conference prior to hosting.

The Ladies Chairman will address the Big Ten Conference at the October Conference and the meeting at National Convention. She will brief the members of the Big Ten of the hotel location, sites around the area to visit, tour, shop. She will also note transportation arrangements to and from airport for those flying in. The Conference location is usually near a major airport.

The Illinois Ladies Big Ten Conference Committee will work with the Illinois VFW on Transportation, Greetings, Welcome Baskets, Ditty Bags, Banquet Arrangements and assigned seating, Flowers, Programs for Banquet, Ad Book.

**Transportation**

Securing arrangements to transport arrivals at airport to hotel on Thursday and Friday and back to the airport on Sunday. Special attention is given to accommodations on the arrivals and departures of the National Officers.

**Greetings**

Customarily the Department President and Commander are stationed in the lobby to greet the guests upon their arrival and assist in directing them to areas of the hotel; hotel registration, Big Ten Registration, etc.

**Welcome Baskets**

Customarily, the National Officers, Department Presidents, Past National Presidents, National Directors from the Big Ten and National Big Ten Chairmen are given a "Welcome Basket". This basket consists of various items, i.e. bottled water, cheese and cracker packet, piece of fruit (apple, orange), etc.
**Ditty Bags**

Letters are sent to various corporations soliciting for donations of items for these ditty bags. Pens, Pencils, Rulers, Pads of Paper, Emery Boards are types of items that maybe put in these bags. Also a letter or notice in General Orders for any Auxiliary wishing to donate money towards purchasing items for the Ditty Bags would be welcomed. The Ditty Bags are usually assembled at the hotel prior to the Conference.

**Banquet**

Assigned seating is coordinated and the luncheon and banquet ticket is noted with the respective table number in the registration packet. The Auxiliary to assist the VFW with table assignments. **This may differ based on the decision of the Department of Illinois VFW.**

The host state should invite ALL National Auxiliary officers to the special cocktail party held before the banquet. Any National Auxiliary Line Officers from the Big 10 should be seated at the Head table.

**Programs**

Work with the VFW on outlining the Program and have the proper titles and spellings for the individuals included on the program.

**Ad Book**

Work with the VFW on the Ad Book. Solicitation for Ads will be appreciated.

**Registration Packets**

Offer to assist the VFW Office with volunteers needed to stuff registration packets.

**Entertainment**

Friday is an "Attitude Adjustment" evening with live music and table snacks are available.

**Church Services**

Arrangements are to be made for a location for services which should be announced on the meeting floors.

**Line Officer Meetings**

It is also customary that when the National Line Officers attend the Conference meeting, a meeting and/or get together of the Officer with their respective State Officers is coordinated.

The Illinois Ladies Auxiliary Line Officers will be responsible for discussing and determining to have separate get together or a joint get together when each office can section off. i.e., National Sr. Vice President meeting with the Big Ten State Sr. Vice Presidents. Menus and pricing information need to be available to the Illinois Line Officers and at the August meeting determine what the others would like to do.
Provisions need to be made in the Department Budget for any costs to be incurred as host Department for the Big Ten Conference. Also, the hotel accommodation of the Chairman should be allowed in the Department Budget, if not complimentary from the VFW.

**NATIONAL PRESIDENT’S VISIT**

Keep plans simple with a reasonable time schedule. The planned itinerary should allow ample time between events.

If you are having a business meeting of the Auxiliary, be prompt in starting the meeting; stay with the agenda, and control the meeting with discretion.

Please notify the National President if she is to speak on a special subject and let her know how much time is allotted.

The Department Historian should be asked to do her respective job for the Visit. By a motion of the Council of Administration, she is on council expenses for the duration of the National President’s Visit.

The Department Historian is the person responsible for compiling and sending the photos, press clippings and detailed report of the National President’s Visit to the VFW Auxiliary National Magazine within 15 days following the Visit. Work with her to see that she has the press clippings as soon as possible. When sending photos for publication, please legibly identify people in the picture.

At a luncheon or banquet, it is proper to introduce head table guests at any time (such as between courses). The Mistress of Ceremonies should have a complete list. She should ask the audience to withhold applause until all have been introduced, and then welcome the guests collectively. The Department President, Department Commander, National President and others who will be speaking may be introduced at the time they are to speak. They need not be introduced twice.

The program (if any besides the National President’s message) should be kept short and interesting. The welcome and remarks from civic leaders should take a maximum of 10 minutes. Entertainment should be brief. The National President will need approximately 20 minutes. If these suggestions are followed, you will hold the interest of your members and the audience.

The following is a suggested head table seating chart when the National President is the guest of honor. Keep the number of guests at the head table to a minimum.

- Civic Leader
- Spouse of Civic Leader
- Principle Leader
- Principle Speaker
- Spouse of Principle Speaker
- Department Commander
- Mistress of Ceremonies (Chairman)
- PODIUM
- Department President
- National President
- Department Sr. Vice President
- Department Chaplain
- National Auxiliary Council Member
- Big 10 President (if from the Department of Illinois)

Other Department Officers (not listed on chart) and spouses should be seated at a special honor table. When an event connected with the National President’s Visit is held in a Post Home, be sure to recognize the Post Commander and Auxiliary President by making room for them at the head table and introduce them. If there is no room at the head table, set up an honor table, including others to be recognized.

**Banquet, Reception, or Luncheon in Honor of National President**

Customarily, and at the discretion of the Department President, the Sr. Vice President is Chairman of the function with the Jr. Vice President as Co-Chairman. The Department President will name the Committee which will include the Department Historian.

The Events Coordinator will supply the menu of the selected hotel and/or VFW Post to the Chairman for discussion and selection by the Committee. The Committee will also discuss other expenses, including complimentary tickets and set a ticket price accordingly. This is not a fundraiser; we are just trying to cover our costs.

Ticket Chairman, Programs, Decorations Flowers/Corsages/Boutonnieres are to be chaired by the Committee. The following items are discussed as to who will chair particular aspects of the function:

- Theme
- Colors
- Table Linen
- Entertainment (if any)
- Programs
- Special Presentations
- Civic Leaders to be invited
- Place Cards
- Prayers
- Escorts
- Letters to Head Table Guests
- Letters to Civic Leaders
- Letters for Auxiliaries

A committee meeting is usually held at the Fall Council of Administration.

**Tours**

The Events Coordinator will work with and assist the President, Chairman and Co-Chairman of the National President’s Visit on any tour arrangements for the visit. If held during the Winter Council of Administration, the tour is to include the Council of Administration, the Past Department Presidents and other guests invited and/or included by the Department President.
The Events Coordinator will provide information to the aforementioned and Committee for discussion and recommendations. They will then carry out the wishes of the President, Chairman, Co-Chairman and Committee.

**Night on the Town (if held in conjunction with the National President’s Visit)**

The Events Coordinator will work with the Department President on a location to have the “Night on the Town” for the District Presidents with the National President. The Events Coordinator will provide necessary information to the President for her consideration and selection of restaurant and/or location. The Events Coordinator will make all necessary arrangements as directed by the Department President.

**AIDE to NATIONAL PRESIDENT and/or NATIONAL REPRESENTATIVE**

When asked to be the Aide to a National Representative visiting our Department for a particular function here are some guidelines to follow.

Since the Department President has a busy schedule herself and is in demand by others in the Department her time is limited and she is relying on you to “entertain” and take care of the National Rep. The Department President feels confident in your ability otherwise she would not have asked you.

It is suggested that the Aide have “goodies” for the National Rep’s hotel room. A basket or container to hold candy, crackers, gum, hard candies, fruit, bottled soda, juice, water; try to make a nice arrangement. A small vase with flowers is also a nice touch. This is a “gift” basket she can enjoy when she is back in her room for the evening, or relaxing between events. Remember these are all lasting impressions of you and the Illinois Ladies Auxiliary VFW. Keep all receipts so you can be reimbursed The Department President will advise the Aide of the budgeted amount.

You should work with the Events Coordinator to have your rooms located near each other. Coordinate times prior to a scheduled event to pick her up and escort her back to her room.

The evening before, ask about breakfast arrangements; if she wants to order in or if she prefers the hotel restaurant or an offsite restaurant, coordinate times and take her to breakfast. Always advise and ask the Department President if she’d like to join you. Same for lunch and/or dinner if there are no other arrangements. Check with the Department President on her intentions. Keep the receipts so you can be reimbursed.

If the National Rep wants to meet some of the people, escort her to various rooms and introduce her.

Coordinate with the Department President on the National Rep’s arrival and departure arrangements.

It is suggested that a Department Line Officer not be appointed as Aide at the Department Convention.
BASIC PROTOCOL

(Correct Protocol should be observed at all meetings)

Special Invitation

Advise all invited guests regarding their particular function. Give them a tentative program outline, the time they are to be on the program and how much time they are allotted, approximate size and make up of audience, and mode of dress. Written invitations are best and should include the city, time, name and address of location where the event will be held. If you phone your invitation, be sure to send a letter of confirmation and obtain acceptance in writing.

In your follow up letter, enclose complimentary tickets or by prearranged plan have a member personally responsible for guest tickets. A standard rule is always to pay for the tickets of anyone you ask to do something for the organization or to whom you issue special invitations (this includes the person’s spouse or guest).

Arrange to meet your guests. If you make hotel reservation for them, be sure to follow their instruction as to the type of accommodations they prefer.

Corsages for women guests are a nice gesture, but if the treasury is low, forego them. Corsages should be presented before the banquet. In our organization, the Presiding Officer may accept a corsage, but does not wear it unless the guest of honor has one too, if a man, a boutonniere.

It is a good idea to have a hostess present to tell guests where they are to be seated. It is awkward for a guest to search for a place to be seated.

Correct Introductions

When you introduce the head table, begin at your far left or right. If some members of the head table are going to speak, wait until that time to introduce them so that you will not be introducing them twice. Simply say: “Since other guests seated at the head table will be speaking later, I will introduce them to you at that time.” or “Our speakers seated at the head table will be introduced when they speak.” Introductions should be gracious but brief.

Introduction of the National President

The membership rises in recognition of the office when the Commander-in-Chief or National President is introduced. National Headquarters provides background on the National President or her representative who will be attending your meeting. You may wish to select portions of this material when preparing your introduction.

Assisting the National President

Make sure the driver is competent, courteous, and familiar with the city where the Visit will be held. Also be sure a member is available who can brief the National President on the schedule as she goes from spot to spot. Arrange things so that she gets a little rest.

Jr. Unit Conference

Jr. Unit Conference arrangements are done according to the Department President and Department Chairman wishes as to when and where it is held.
After the date and location of the conference is determined, assist with securing Post hall and hotel accommodations. The Department Youth Activities Chairman will advise the units, unit sponsors with information about the conference in the General Order Bulletins.

In the past the Department has paid for up to 2 rooms for each Unit for their conference and their Friday evening party expenses depending on Unit attendance.

The Jr. Unit President is invited to the National President's visit and one night lodging; two (2) tickets are paid for if there is a luncheon/banquet, plus mileage.

If the Jr. Unit President is invited to the VOD Banquet the Ladies Department pays for her and her chaperone's tickets.

Conference registration fee is $5.00 per member attending and paid to Department by the unit or sponsoring Auxiliary.

**COMPLIMENTARY TICKETS**

**National President’s Visit**

Depending on the type of Visit function, either a luncheon or Banquet, the only comp ticket will be for the guest of honor, all others to pay.

**Department of Illinois Ladies Auxiliary VFW, Inc. and Board of Directors**

Department of Illinois Ladies Auxiliary VFW, Inc. will hold a Board of Directors meeting once a year at the October/November Council meeting. Officers to be elected at this meeting.

The Board of Directors will consist of the current Line Officers including the Jr. Past Department President and National Council Member.

The Illinois Secretary of State’s office mails yearly (December) paper for the Annual Report. This is mailed to the Department Treasurer. This form is to be completed and forwarded to the Department Treasurer to cut a check for the filing fees.

**Scanning for Membership Application Cards**

Department owns a scanning machine. Preferably, cards should be scanned once a year from the previous year, during the spring. Funds needed to scan the cards should be taken from Office Fund in Budget.

To date, cards for the 2011 and 2012 membership years have not been scanned. It is suggested the cards be scanned by year, by Auxiliary for continuous, reinstate, new and by Auxiliary “L” for Life members per year. All new pdf format of scanned cards need to be dated to help with retrieval process. Follow Retention policy before any cards are destroyed.

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Revision to the Office Procedure of October 28, 1989 and addition of Office Job Responsibilities were accepted by the Committee of Friday, February 10, 1995 at a special committee meeting held in Springfield, IL.

This information will be kept on file in the Department Office.
• Revision to the Office Procedure, Office Job Responsibilities and Guidelines for Department Line Officers was accepted by motion at October 2000 Council of Administration.

• Revision to the Office Procedure, Office Job responsibilities and Guidelines for Department Line Officers was accepted by motion at the June, 2005 Council of Administration.

• MOTION for review every two years.
  o At the discretion of the current Department President at the time of review, it is suggested that the Committee consist of: Department President, Sr. Vice President, Jr. Vice President, Secretary and or Treasurer and two Past Department Presidents. It would be nice to ask other Officers to attend so that they become familiar with the process.


• Guide book reviewed by committee and proposed and approved on June 25, 2009.

• Guide Book reviewed by Committee and proposed changes approved on February 12, 2011
  o The review continues every two years.
  o District Presidents do not have to have copy of full Guidebook, the information pertinent to District presidents are given to them at the Incoming President’s Conference Binder.
  o Copies of the full Guide Book are available by request to the Department Secretary.
  o Future changes/corrections/updates to be done by the committee and approved by the Board of Directors of the Corporation since this a guide/reference tool.

• Guide book reviewed by Committee and proposed changes approved on February 8, 2014
  o Removed the information on the three Luncheons held by the District Presidents to honor the Department President since this information is distributed at the Incoming District Presidents’ Conference.

  o Chairman
    • Linda Lorenz
  o Committee
    • Mercie Woolfolk
    • Diana Rudeen
    • Barb Howard
    • Ruth Smit
DEPARTMENT OF ILLINOIS
STANDING RULES

1. Anyone who is receiving council expenses during Council of Administration meeting or Department Convention shall be required to attend all functions; luncheons, dinners, banquets, etc. If not, the fee for such function shall automatically be deducted from your expense check prior to issuance.

2. Department members-at-large will pay an annual dues of $20.00. This amount must be remitted to the Department Treasurer as prescribed in the National Bylaws.

3. Each Auxiliary in the Department of Illinois will pay a delegate fee of $7.00 for each delegate that the Auxiliary is entitled to and $7.00 for the Auxiliary President regardless of attendance at the Department Convention.

4. The Department Treasurer shall issue checks for Council of Administration meeting expenses and mail them to the Council Members no later than the Tuesday after the Council meeting. No checks will be distributed at the meeting.