



## Junior AMVETS Duties Of Officers



### PRESIDENT

#### **As President you...**

Shall take office as specified by local by-laws;

Shall function as the executive head of the local Junior AMVETS organization;

Shall be responsible for the successful functioning of all officers and the accomplishment of the organization;

Are responsible for providing leadership in the Junior AMVETS functions and at any AMVETS Yearly programs and for assisting your officers in their various duties to bring about a successful year;

Will represent your local post at all Junior AMVETS functions and at any AMVETS or AMVETS Auxiliary functions on request;

Shall preside at all meetings of Junior AMVETS;

Shall prepare a written agenda to follow so the meeting will run smoothly prior to the meeting, you should go over the agenda with the coordinator;

May vote in case of a tie;

Should be sure to give equal recognition to the younger Junior AMVETS, as well as the older ones, when they are making or seconding a motion;

As presiding officers, you can speak only after you pass the gavel to the Senior Vice President if you are speaking on a motion; the Senior Vice President retains the gavel until the motion is carried through and then you resume the chair;

Will appoint at the first meeting of your term, the officers provided for in your local bylaws, with the approval of the executive committee;

Shall preside at annual elections;

Should provide, your Senior Vice President with the meeting agenda and items to be discussed, if you are unable to attend a local meeting;

Will submit to the National Junior AMVETS President, not less than 30 days prior to National Convention a complete report for the year;

Shall turn over your President's files to the newly elected president as the specified time following installation;

As the President elect, you should select the installing AMVETS Officer being (Past National Commander for the National President, Past State Commander and Past Local Commander for the Local President).

As National President you shall compile a letter or news article within two weeks after National Convention. A copy is to be sent to the National AMVETS Auxiliary Coordinator. Within four weeks after the National Convention, a copy of the letter or news article should be sent to all State Departments and local Junior AMVETS posts. Your letter should include a "thank you" for being elected to your office, the duties of that office and your project and/or them for the year.



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**PRESIDENT**  
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You should contain a list of all the officers, their names, address and phone number. This information shall be forwarded to the National AMVETS Headquarters along with your thank you letter after installation. You shall also have a copy of the National awards criteria and an explanation of the President's Pet Project.

The elected and appointed officers shall also compile a letter. Each letter should include a "thank you" for being elected or appointed to your office, the duties of that office and your project and/or theme if any for the year. A copy is to be sent to the President and a copy to the National AMVETS Auxiliary Coordinator within two weeks after the National Convention, these letters are also to be sent to all State Departments and local Junior AMVETS posts within four weeks after the National Convention.

As State President you shall compile a letter or news article within four weeks after your State Convention to be sent to each local Post. Your letter should include the entire officer's names, address and phone number; State awards criteria, an explanation of your "Pet Project". The State officer's elected and appointed shall also compile a letter or news article within two weeks after your State Convention and send a copy to the State President and State Coordinators.

It is recommended to send out two or three letters or news articles through out the year to keep Department and Locals aware of what is happening on the State and National levels.

**GOOD COMMUNICATION IS ONE OF THE KEYS TO SUCCESS.**



Junior AMVETS  
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**SENIOR VICE PRESIDENT**

**As the Senior Vice President, you shall....**

Shall take office as specified by local by-laws;

Shall assist the President in the performance or duties;

In the absence of the President shall preside over the meeting and functions;

Shall serve as membership chairman;

Always consult his/her coordinator if there are questions on any application;

The membership year shall run the same as the AMVET: January through December 31<sup>st</sup>;

You shall process all membership after the following has been verified;

- 1) That the membership application has been completely filled out by the parent or guardian;
- 2) That the post membership director has approved the application for verification of sponsor;
- 3) That the release form has been properly signed by the parent or guardian and returned to the file at the local post.

You shall complete the Dues and Remittance Form and forward it with a check for \$5.00 for membership dues to the National Junior AMVETS Coordinator. **Make check to: National Junior AMVET**

Remember to send a copy of the Dues and Remittance Form to the State Coordinator with the State Dues (according to your State By-laws);

Keep a copy of the Dues and Remittance Form for your post files;

Contact the President and make sure that there is a current membership report available at the meeting if you are not able to attend a local meeting.

Turn over all properties of the office to the newly elected Senior Vice President at the specified time following installation;

As National Senior Vice President you shall compile a letter or news article within two weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a "thank you" for being elected to your office, the duties of that office and your pet project and/or theme for the year.

As State Senior Vice President you shall compile a letter or news article within four weeks after your State Convention to be sent to each local Post. Your letter should include the entire officer's names, address and phone number; State awards criteria, an explanation of your "Pet Project".

The remaining State officer's elected and appointed shall also compile a "thank you" for being elected to your office, the duties of that office in a letter or news article within two weeks after your State Convention and send a copy to the State President and State Coordinators.

It is recommended to send out two or three letters or news articles through out the year to keep Department and Locals aware of what is happening on the State and National levels.



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**JUNIOR VICE PRESIDENT**

**As the Junior Vice President, you shall....**

Shall take office as specified by local by-laws;

Shall assist the President and the Senior Vice President; and serve as programs chairman;

In the absence of the President and Senior Vice President , shall preside over the meeting and functions;

Oversee the Service programs in which your local post participates;

Adopt at least one service program a year in your local post;

Prepare the Service Report Forms for the following service programs, and make sure they are turned in on time to meet the deadlines set.

Hospital	Americanism	Child Welfare	Community Service
S.O.S. ( Serve Our Servicemen )			

Request that the local members turn in their hours at each meeting for all service programs. In order to meet the deadlines previously established by the National Junior AMVETS, all hours should be turned in by December 20<sup>th</sup> to your local chairman for the December 31<sup>st</sup> deadline; for the Mid-Year Report for National, and turn hours in by May 31<sup>st</sup> for the Final Year report for National.

Get together with your coordinators and other Junior AMVETS to compile the Service Reports;

Make sure Reports are submitted by the proper deadlines and post marked no later than;

December 31<sup>st</sup> ( Mid-Year Report ) \*MUST BE POSTED MARKED  
June 15<sup>th</sup> ( Full-Year Report ) \*MUST BE POSTED MARKED

Note: Your state deadlines may vary from National deadlines

The Mid-Year report is compiled of activities from June 1 to November 31<sup>st</sup>;

The Final-Year report is for the entire year, (not just the last six months) but from June 1 to May 31<sup>st</sup>;

You must submit both Mid-Year and Final-Year Reports to be eligible for any National Awards

Send copies of Report to:

The National Junior AMVETS President

The National Junior Vice President

The National AMVETS Auxiliary Coordinator

The State Coordinators

Keep a copy for your Local Post files



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Junior Vice President  
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As National Junior Vice President you shall compile a letter or news article within four weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a “thank you” for being elected to your office and the duties of that office.

As State Junior Vice President you shall compile a letter or news article within two weeks after your State Convention send to each your State President and State Coordinators. Your letter should include a “thank you” for being elected to your office and the duties of that office.



Junior AMVETS  
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**TREASURER**

**As the Treasurer, you shall...**

Shall take office as specified by local by-laws;

Be responsible for recording all Moines belonging to Junior AMVETS;

Prepare a financial report for each local meeting; make two copies of the report

1) One for the secretary 2) One for your files

Contact the President and make sure that there is a current report for the meeting if unable to attend;

Write all checks; all checks must contain at least two signatures, yours and one of the coordinators;

Keep the books current at all times;

The books shall be audited annually. This can be done by a committee of Junior AMVETS with the coordinator or by the sponsoring AMVETS coordinator if they so require;

Turn over all properties of the office to the newly elected treasurer at the specified time following installation;

As National Junior Treasurer you shall compile a letter or news article within four weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a "thank you" for being elected to your office and the duties of that office.

As State Junior Treasurer you shall compile a letter or news article within two weeks after your State Convention send to each your State President and State Coordinators. Your letter should include a "Thank you" for being elected to your office and the duties of that office.



## Junior AMVETS Duties Of Officers



### SECRETARY

#### **As the Secretary, you shall...**

Shall take office as specified by local by-laws;

Be responsible for recording all minutes and they should contain the following information;

- Kind of meeting regular or special;
- Name of the organization;
- Date and place of the meeting;
- Roll call of officers, number and/or list of officers;
- All reports and action taken;
- All the motions carried or loss (omit those withdrawn);
- The member that made the motion and the member that Seconds the motion;
- All points of order and appeals together with the reasons given by the chair for his/her ruling;
- Adjournment;
- Signature;

Be responsible for all correspondence and notices at the directive of the President and/or executive committee;

Take the roll call of officers at each meeting and record in the minutes;

Pass around the attendance sheet at each meeting for all members to sign in and to be kept in your files;

Contact the President and make sure that there is a current report for the meeting if you are unable to attend;

Keep all correspondence as part of the office files of the secretary and remain with the minutes, unless appropriate, is to be included in the President's scrapbook;

With the aid of the coordinator, fill out Change of Officers Forms as soon as the newly elected officers are installed.

**Send copies of this form to:**

- The National Junior AMVETS President
- The State President
- The National AMVETS Auxiliary Coordinator
- The State AMVETS Auxiliary Coordinator
- Keep a copy for your files

Turn over all properties of the office to the newly elected secretary at the specified time following installation;

As National Junior Secretary you shall compile a letter or news article within four weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a "thank you" for being elected to your office and the duties of that office.

As State Junior Secretary you shall compile a letter or news article within two weeks after your State Convention send to each your State President and State Coordinators. Your letter should include a "Thank you" for being elected to your office and the duties of that office.



## Junior AMVETS Duties Of Officers

### SERGEANT-AT-ARMS

#### **As the Sergeant-At-Arms, you shall...**

Shall take office as specified by local by-laws;

Be responsible for the Colors and shall maintain order at all meetings;

Be responsible for the Presentation of Colors as follows;

Say "Junior AMVETS, Coordinators, Guest, Attention"

(stand at attention with hands at your side). "Hand Salute"

(place your hand over your heart thumb up) lead in the Pledge of Allegiance to the Flag

-Say "two" (as you drop your hand)

Be responsible to see that the meeting room is in order;

Be responsible for handing our materials at the local meeting;

Be responsible for escorting anyone to the podium at the request of the presiding officer;

Be responsible for guarding the door so that no one may enter until the proper time;

Notify the President in time so that he/she can appoint someone to stand in your place if you are unable to attend a meeting;

Be responsible for maintaining order at the meeting. If someone is disrupting the meeting, you may ask him or her to leave the room;

Be responsible for getting a Color Guard for any parade you are requested to march in;

Be responsible for the retirement of the Colors at the conclusion of the meeting;

Showing the proper hand salute before retiring the Colors to the rear of the meeting room if they were advanced at the beginning, if not, the hand salute with a command of "One-Hand Salute. "Two" (hand dropped)"

Be responsible at the time of elections for:

Passing out the ballot slips to each voting member;

Collecting ballot slips after the membership has voted;

With the help of a coordinator, counting the votes;

Giving the results of the vote (name only) on a slip of paper to the presiding officer who

Shall in turn, announce the results of the vote;

Turn over all properties of the office to the newly elected Sergeant-At-Arms at the specified time following installation;

As National Junior Sergeant-At-Arms you shall compile a letter or news article within four weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a "thank you" for being elected to your office and the duties of that office.

As State Junior Sergeant-At-Arms you shall compile a letter or news article within two weeks after your State Convention send to each your State President and State Coordinators. Your letter should include a "Thank you" for being elected to your office and the duties of that office.



## Junior AMVETS Duties Of Officers

### CHAPLAIN

#### **As the Chaplain, you shall...**

Shall take office as specified by local by-laws;

Offer prayer at all meetings and guide the spiritual welfare of the membership;

Be responsible for opening and closing each meeting with a prayer;

Send a get well, sympathy, or any other type of card or note notified by a member or a need, to the Junior AMVETS, AMVETS, AMVETS Ladies Auxiliary or Sons of AMVETS members;

In the event of a death or illness of a Junior AMVETS, AMVETS, AMVETS Ladies Auxiliary or Sons of AMVETS member connected with a Junior AMVETS, you should notify the National Junior AMVETS Chaplain and the State Junior AMVETS Chaplain;

#### **The notification is to include;**

The person's name

Reason for card

Full address ( city, state, zip code )

Give an appropriate prayer if requested by AMVETS, AMVETS Ladies Auxiliary or the Sons of AMVETS;

Notify the President in time so that he/she can appoint someone to stand in your place if you are unable to attend the meeting;

Turn over all properties to the newly elected Chaplain at the specified time following the installation;

As National Junior Chaplain you shall compile a letter or news article within four weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a "thank you" for being elected to your office and the duties of that office.

As State Junior Chaplain you shall compile a letter or news article within two weeks after your State Convention send to each your State President and State Coordinators. Your letter should include a "Thank you" for being elected to your office and the duties of that office.



## Junior AMVETS Duties Of Officers

### PARLIAMENTARIAN

#### **As the Parliamentarian, you shall...**

Shall take office as specified by local by-laws;

Interpret the Constitution and by-laws as requested;

Interpret the Constitution and by-laws on request of the chair. The Parliamentarian can give an Opinion, but the chair rules;

Record motions made at each meeting and keep on file;

See that your official copy of the by-laws is amended if motions are made that will affect your local by-laws;

Send a copy of your Constitution and by-laws to the:

National Junior AMVETS Parliamentarian

National Junior AMVETS President

National Junior AMVETS Auxiliary Coordinator-(only send a copy if there is NO Department Juniors)

State Auxiliary Coordinator-( send copies here if Juniors have a Department in their State )

Keep a copy for your files

When changes are made to your by-laws, send a copy to the persons listed above, after being approved by the AMVETS Judge Advocate;

Notify the President in advance so that he/she can appoint someone to take your place if you are unable To attend a meeting;

Go over the Junior AMVETS Constitution and by-laws in their entirety every (3) three years;  
Submit a complete revised copy, after approval by local members and the AMVETS Judge Advocate;  
Send to the persons listed above.

Aid the President in a decision if a motion is questionable; remember the President always has the final decision;

Turn over all properties of the office to the specified time following installation;

As National Junior Parliamentarian you shall compile a letter or news article within four weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a "thank you" for being elected to your office and the duties of that office.

As State Junior Parliamentarian you shall compile a letter or news article within two weeks after your State Convention send to each your State President and State Coordinators. Your letter should include a "Thank you" for being elected to your office and the duties of that office.



Junior AMVETS  
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**PUBLIC RELATIONS OFFICER**

**As the Parliamentarian, you shall...**

Shall take office as specified by local by-laws

Be responsible for news release pertaining to the activities of Junior AMVETS;

Be sure a camera is on hand at all meetings and events of Junior AMVETS;

Contact your local coordinator to view a press release before submitting first to the local newspaper;

Be responsible for acquiring and compiling a scrapbook Award Category, this scrapbook should be submitted to the National Junior AMVETS Convention before the required deadline. The scrapbook shall become the property of the President for that year;

Clearly mark news release, pictures and pertinent correspondence pertaining to your local junior AMVETS Post as to the subject matter, persons involved, etc. and keep this material until you are ready to complete the years scrapbook;

Notify the President in time so that he/she can appoint someone to take pictures in your place if you are unable to attend a meeting;

Turn over all properties of the office to the newly elected Public Relations Officer at the specified time following installation;

As National Junior Public Relations Officer you shall compile a letter or news article within four weeks after National Convention. A copy of the letter or news article should be sent to the President and a copy to the National Junior AMVETS Auxiliary Coordinator. Your letter should include a "thank you" for being elected to your office and the duties of that office.

As State Junior Public Relations Officer you shall compile a letter or news article within two weeks after your State Convention send to each your State President and State Coordinators. Your letter should include a "Thank you" for being elected to your office and the duties of that office.