

## DEPARTMENT OFFICERS' GUIDE

**Chaplain** -- June to June get out and hustle for your State Commander on Programs and Membership. Plan to attend all department functions, district conventions, and district meetings as assigned by the commander.

### MAY

Prepare for the State Convention joint memorial service. Contact your counterpart in the Auxiliary. Develop a plan, agenda, and script in coordination with your counterpart.

### JUNE

State Convention – Execute a joint memorial service that reflects well on the department and those deceased.

**Surgeon** -- June to June get out and hustle for your State Commander on Programs and Membership. Plan to attend all department functions, district conventions, and district meetings as assigned by the commander.

### MAY

Prepare for the State Convention by organizing a health fair. Contact health care providers to get their commitment to provide a booth at the convention.

### JUNE

State Convention – Ensure that your health care providers attend as promised. Recognize them from the floor during the convention.

**Judge Advocate** -- June to June get out and hustle for your State Commander on Programs and Membership. If you are not an expert yet on the VFW and department Bylaws, become one. You are the commander's legal advisor. Make sure you can fulfill that role: Read and study the bylaws. That effort will prepare you to be a better State Commander. Plan to attend all department functions, district conventions, and district meetings as assigned by the commander.

**Junior Vice Commander** - June to June get out and hustle for your State Commander on Programs and Membership. Plan to attend all department functions, district conventions, and district meetings as assigned by the commander, Legislative Conference and National Convention.

### JULY

National Convention

Location varies

### AUGUST

Junior Vice Commander/Quartermaster training

Kansas City

### FEBRUARY/MARCH

Legislative Conference

Washington DC

### MARCH/APRIL/MAY

Attend District Conventions.

**Senior Vice Commander** - June to June get out and hustle for your State Commander on Programs and Membership. Plan to attend all department functions, district conventions, and district meetings as assigned by the commander, Western Conference fall meeting, Legislative Conference and National Convention.

#### JULY

Prepare a preliminary design of your pins. Meet with pin suppliers during the National Convention so that you can finalize your design.

National Convention

Location varies

#### SEPTEMBER

Schedule a meeting with the Quartermaster to give him your first input on your budget. You and he will work on the budget throughout the fall until achieving a balance between your desires for the budget and his reality of what is possible.

#### OCTOBER

Finalize your logo design and place an order for your pins (2000-2500). Save at least 100 for the State Voice of Democracy winner to trade with the other department winners in Washington DC.

Start on your appointments. Request the Adjutant send you a blank department election report form. It should be completed prior to Mid-Winter Conference in January of each year. Get your appointed officer and chairmen commitments in writing. An email will do. (Do not leave to the last minute or the Adjutant will help you make your appointments and you may not like that.)

#### NOVEMBER

Western Conference fall meeting

Location varies

#### DECEMBER

Advise the Adjutant whom you want for the State Convention Representative. You usually give the National Organization a list of four people in the order of preference.

Working with the Quartermaster, have your budget in preliminary form. Be prepared to support the Quartermaster in discussions with the Budget Committee scheduled for January in conjunction with the Mid-winter Conference.

#### JANUARY

Prepare for State Mid-Winter Conference.  
Prepare for the Legislative Conference

#### FEBRUARY/MARCH

Legislative Conference

Washington DC

PLAN your year with the Adjutant and Quartermaster. You should include the Junior Vice for continuity in his year.

#### APRIL/MAY

MAY

Select a gift for your installing Officer

Contact Incoming District Commanders and ask them to set up their District meeting dates and location in order not to conflict with each other in your year. This will enable Department Officers and Staff to attend the meetings. They can be fine tuned at the State Convention.

Tell your Homecoming Chairman the date and place of your Homecoming, advise the adjutant and announce it at the State Convention.

Decide where your Mid-Winter will be, advise the Adjutant and announce at the State Convention.

With your Chief of Staff, Program Chairmen, Adjutant, Quartermaster plan the Department School of Instruction at the State Convention.

With your Chief of Staff and Membership Chairman plan the All State Commander's Program and Membership program to present at the School of Instruction.

Design your Roster cover and give to the Adjutant. If you do not, the Adjutant will do it for you. Prepare your statement for the inside of the roster.

JUNE

Prepare your addresses for the State Convention's installation ceremony and the banquet.

Get Elected!

**State Commander** – This is your year, so get out there and make it as successful as you are able!

First Council of Administration meeting. Make SURE that you are prepared to step up as the Chief Executive Officer of the organization. The council has many officers with many opinions. You must bring up the important issues, solicit those opinions, mediate the discussion, and in the end, control the outcome to ensure that it works FOR not AGAINST the good of the organization!

Buy your spouse and Department Auxiliary President a corsage for the Distinguished Guest Banquet.

JULY

Prepare whatever gifts you are planning to exchange with your counterparts in the other departments at the National Convention.

National Convention

Location varies

Plan your Post Visitations; write the Post Commanders a letter asking what date they want you.

AUGUST

Start your Post Visitations.

SEPTEMBER/OCTOBER

Homecomings!

NOVEMBER

Western Conference fall meeting

DECEMBER

Have the Adjutant prepare and send Christmas Cards to your Department Officers, Chairmen, Post Commanders, and other Department Commanders.

JANUARY

Mid-Winter Conference

Location varies

FEBRUARY/MARCH

Legislative Conference

Washington DC

MARCH/APRIL/MAY

Attend District Conventions

MAY

All your post visits should be complete.

Give your Adjutant your list of National Appointments to the National Convention;

JUNE

Conduct the State Convention. Hope you made All American, if not you still have till 30 June to do so.

Arrange for the purchase and delivery of champagne during your visitation to the Auxiliary with the Past State Commanders.

**Other helpful hints:**

During your year plan your speeches to the members, do not take over 10 minutes or else you lose their interest.

Remember there are two sides to every problem and more than one solution.

If you partake of alcoholic beverages, put a cork in the bottle during your year. If you do partake or need to get falling-down drunk, stay at home. Never have than more than two drinks at any function. Do not make decisions while partaking of the above.

DO NOT MAKE PROMISES YOU CANNOT KEEP!!!!!!!!!!