

AVAVRS
Standard Operating Procedures
S.O.P.



Auxiliary

CONTENTS

All AVAVRS Officers and Committee Chairs -----	3
President, AVAVRS -----	4
Vice President, AVAVRS -----	6
Secretary, AVAVRS -----	6
Treasurer, AVAVRS -----	7
Historian, AVAVRS -----	8
Chaplain, AVAVRS -----	9
Parliamentarian, AVAVRS -----	10
Immediate Past President, AVAVRS -----	11
Composition of Committees, AVAVRS -----	11
Convention Committee Chair, AVAVRS -----	12
Convention Committee Co-Chair, AVAVRS -----	13
Nominating Committee Chair, AVAVRS -----	13
Life Membership Committee Chair, AVAVRS -----	14
Roll Call Committee Chair, AVAVRS -----	15
Roll Call Committee Co-Chair -----	17
Fund Raising Chair, AVAVRS -----	17
District Vice-Presidents -----	18
Local Auxiliary Presidents -----	18
AVAVRS President’s Service of Honor -----	19
Forms and Scoresheets -----	20
Convention Forms -----	22
Outstanding Service Award -----	27
Life Membership Application Information -----	28
AVAVRS Auxiliary of the Year -----	31
Deadlines -----	33

ALL AVAVRS OFFICERS

All Officers both elected and appointed, shall perform the duties listed below and in the AVAVRS Bylaws in addition to those detailed under the name of their office. If unable to fulfill any of these duties, notify the President and Committee Chair who might be affected. All District Vice Presidents will also be governed by their District Bylaws, as well as any additional requirements of their District.

- Submit an annual activity report to the Secretary for inclusion in the Annual Report Booklet. Deadline set at the Spring Executive Board Meeting.
- Attend as many District meetings around the state as possible.
- If possible, attend VAFR Board of Directors meetings.
- Forward a copy of all correspondence to the President and Vice President. (District Vice Presidents should also send copies to their Assistant District Vice Presidents.)
- Wear officer's pin whenever representing the AVAVRS at any activity.
- Review and update your Job Description in this SOP and send revisions or additions to the Parliamentarian.

Spring Executive Board Meeting

- Attendance of Officers, Committee Chairs and Delegates at this meeting is expected. Meeting date, time and location determined by the VAFR for their Board of Governor's (B.O.G.) Meeting. If unable to attend, send either your Assistant District VP or a member of your committee.
- Present or email a Committee Report to the AVAVRS President and Secretary.

Convention

- Held jointly with the VAFR.
- All Officers to include Committee Chairs must register for the Convention.
- Attend all meetings
 - Opening Ceremonies of Convention: Date and time announced by VAFR.
 - Officers' Meeting: All officers must attend. If you have a concern regarding your office or committee, this is the time to discuss them.
 - Committee or Special Meeting(s): Meet with your Committee members as specified in your individual duties.
 - All Officers, Auxiliary Delegates, and all Auxiliary Members attending the Convention, shall attend. Brief reports may be required, as directed by the President.
 - Installation of Officers/Awards: Incoming Officers and Committee Chairs meet for Official Officers' Pictures. Time and place to be announced.
 - Officers' Meeting: Newly elected and appointed Officers and Chairs shall attend this meeting. Have a list of meeting dates, locations, contact information for Committee Members and Officers (applies to District) to hand out. Location and time of meeting will be announced.
- Expenses: All Elected and Appointed Officers must adhere to budget.
 - Submit expense report (form is under the "Form" section of the SOP) with receipts to the President for approval, at least annually, no later than the date determined and published. President should have expenses approved by District Vice President.
 - Carefully document all expenses throughout the year. You must have receipts to be reimbursed.

- While the Bylaws and Budget allow for both specific and general expenses to be paid to certain Officers or to anyone incurring expenses in certain activities, when the funds are exhausted, the account is empty. No other checks can be written for anything, no matter how guaranteed it is.

Outgoing Officers: Turn over all paperwork and electronic files to the incoming officer.

AVAVRS PRESIDENT

Perform all duties listed under the “Officers and Committee Chairs” section in the Job Descriptions.

- Preside at all meetings of the AVAVRS, including the Spring Executive Board Meeting and the Convention meetings. It is helpful to send a copy of the agenda to the Officers and Committee Chairs prior to any meeting.
- Install Officers of the Districts and/or Auxiliaries when requested.
- Answer questions from Auxiliaries or refer them to an appropriate person for a reply.
- In cooperation with the AVAVRS Vice President and the Membership Committee, strive to acquire new member Auxiliaries.
- See that articles are submitted for each issue of the Virginia Lifeline either by you or appoint another Officer or Chair to do so.
- At all times, strive for a good working relationship with the VAFR and the staff at the VAFR Office in Oilville. Remain aware that the primary objective of the AVAVRS is to aid and assist the VAFR whenever asked.
- Attend VAFR Board of Directors meetings. If you are unable to attend, send your Vice President or another representative. They should take notes and report back to you on any item that would affect the AVAVRS or AVAVRS Districts.
- It is your responsibility to ask someone to install the AVAVRS Officers and Committee Chairs at Convention. This person is given a five [5] minute time slot for their installation speech. A gift is usually given to this person after the installation.
- Maintain portable sound system to be taken to all meetings you attend.

Spring Executive Board Meeting:

- Coordinate with the AVAVRS Convention Chair, the size of the room you will need for this meeting. You will need to know how many persons will attend so that an appropriate room may be requested.
- Let your Officers and Committee Chairs know when their report is due and to whom it should be sent.
- Attendance of Officers, Committee Chairs and Auxiliary Delegates at this meeting is expected. This meeting will be held at the time and location determined by the VAFR for their B.O.G. Meeting.

Convention: President

- You will need agendas for the meetings held at Convention. You will probably be asked by the VAFR to attend and may have a part of the Opening of Convention.
- If you are not an AVAVRS Life Member, as President you should attend the Life Member gathering.
- Be sure to know ahead of Convention which Auxiliaries are NOT eligible to win awards or vote at Convention.
- Send a Welcome Letter to the Roll Call Chair to be included in the Convention Packet.

Convention: President-elect

- As President-elect it is your responsibility to announce your Secretary, Parliamentarian, and Chairs of Committees at the Business Meeting at Convention. You will need to announce the time and location of the State Officers' and Committee Chairs' meeting after Convention. You will need an agenda for this meeting as well as a list of newly elected and appointed officers.

Committees:

- Be sure that each Committee Member realizes that they will not have any expenses paid for by the AVAVRS. Committee Chairs may have a small budgeted amount.
- Appoint all Committees well in advance of Convention. You will act in an advisory capacity on all Committees. The Chairs of these Committees report directly to you as President. Appoint Special Committees as necessary to successfully meet the objectives of the AVAVRS. Fill vacancies in appointed positions as they occur, and update all Officers and Committee Chairs.

Correspondence:

- Copy the AVAVRS Vice President on pertinent correspondence.
- Newsletters: Suggested times are right after Convention, in January, after the State Officers' Meeting, and at least three weeks before Convention.
- AVAVRS minutes: The minutes must be sent out (per the AVAVRS Bylaws) within 30 days after the Spring Executive Board Meeting, the Convention and any other meeting held.

Budget:

- You, as President, will be requested to present a budget, on behalf of the AVAVRS, to the VAFR. This will come in as an email from the VAFR Office or Treasurer.
- You will need to ask the VAFR for Convention expenses amount of \$1,000.
- The President's expenses at the Spring Executive Board Meeting and the Convention are covered at the present time (2019) by the VAFR. You will be expected to fill out an Expense Sheet and attach receipts. These expenses for the President only, cover mileage from home and to return home, meals, and hotel room, per the VAFR budget. Verify this with the VAFR on a yearly basis.

Expenses:

- All expenses for travel mileage and, if needed, hotel room are taken out of the AVAVRS budget. You must adhere to the budget for your expenses.
- Dress Code: At all times, when representing the AVAVRS, dress appropriately for each occasion.

See Bylaws Article IV, Officers, Section I, G page 4 & 5

AVAVRS VICE PRESIDENT

Perform all duties listed under "Officers and Committee Chairs."

- Assist, and represent the President as needed. Forward copies of all correspondence to the President, Secretary, and the involved District Vice President. Serve as Chair of the Membership Committee and the AVAVRS Auxiliary of the Year Award Committee.

Membership Committee:

- This Committee is made up of all District Vice Presidents. The objective of this Committee is to gain new member Auxiliaries for the AVAVRS.

- Contact all squads as they become members of the VAFR to inquire if they have an Auxiliary or would be interested in forming one.
- When a new Auxiliary is acquired, contact the President, Treasurer, and appropriate District Vice President. AVAVRS President and Vice President review the new Auxiliary's Bylaws; Treasurer should have check for dues.
- After approval of a new Auxiliary, write to welcome them into the Association.
- Maintain current list of member Auxiliaries and Life Members and know how many Auxiliaries are in the AVAVRS.

Auxiliary of the Year Award Committee:

- This award is presented to the AVAVRS Auxiliary in good standing that best demonstrates the mission and purpose of the AVAVRS. This is demonstrated during the year by outstanding participation in the AVAVRS, service to their squad, community, recruitment, and training.
- All entries must be received sixty (60) days before Convention.
- Send entries and guidelines for judging to Committee members, before Convention.
- It may be necessary to split entrants into two groups to allow smaller Auxiliaries (for example: Auxiliaries whose membership is less than 10) a fair opportunity. If it becomes evident from the entries that this is the case, refer to the official guidelines to decide and inform your Committee members.
- Cover all names and other identifying information on entries and indicate only their size so the Committee members can make two choices if necessary.

See Bylaws Article IV, Officers, Section I, H page 5

AVAVRS SECRETARY

Perform all duties listed under "Officers and Committee Chairs."

- Work with the President to make the Agendas for all meetings.
- Take minutes of all AVAVRS meetings.
 - Send copies of minutes to all Officers, Committee Chairs, Auxiliaries and to the VAFR office no later than 30 days after the Convention.
- Keep and update address lists and send to State Office as updates occur.
- Send updated address list to all Officers, Committee Chairs and Auxiliaries at least 30 after the Convention.
- Keep copies of all AVAVRS documents, including copies of minutes, correspondence, and address lists.
- Compile the booklet with all Officers', Committee Chairs' and Auxiliaries' reports. This will be handed out at the Convention.
 - Deadline to receive all reports is by the posted deadline before the Convention.
- Send one copy of: mailing address labels; Convention Agendas; welcome letter from President; and current Auxiliary President's address form to the Roll Call Committee chair 10 days before the Convention.
- Take the Auxiliary Booklets to Convention.

Outgoing Secretary:

- Take and type minutes for all Convention Business Meetings. Send copies of minutes to all Officers, Committee Chairs, Life Members, Auxiliaries and to the VAFR Office no later than thirty (30) days after the Convention.
- Turn over all records to the new Secretary within 30 days of end of Convention.

Incoming Secretary:

- Take and type minutes of the Officers' Meeting. Send copies of minutes and list of winners of all AVAVRS contests to all Officers, Committee Chairs, Life Members, Auxiliaries and to the VAFR office within 30 days of the Convention.
- Compile new Officers' list and Auxiliary Presidents' lists to distribute within 30 days and send to the VAFR State Office.
- After the election of new officers at Convention, the new Secretary and President need to compile a letter to the banking institution listing the newly elected officers that need to be added/replaced to the bank resolution for signature of checks and other banking transactions (President, Vice President and Treasurer). A copy of this letter should be in the Secretary's files. A copy of the minutes of the meeting when the officers were elected, newly elected officers contact information, and a copy of our Bylaws need to be attached to this letter. This letter and attachments need to be taken to the banking institution to make the changes.

Spring Executive Board Meeting

- Take minutes of this meeting, and send copies of same to all Officers, Committee Chairs, Life Members, Auxiliaries and to the VAFR Office no later than 30 days after the meeting.

See Bylaws Article IV, Officers, Section I, I page 5 & 6

AVAVRS TREASURER

Perform all duties listed under "Officers and Committee Chairs."

- Keep accurate records of all funds for AVAVRS.
- Order membership cards if needed.
- Send Bylaws, SOPs, Convention Report Booklet, along with membership cards, to new Auxiliaries.
- Serve as Chair of the Finance Committee.
- Send letters to Officers and Auxiliaries requesting donations for the purchase of a gift for the outgoing President.

Budget and Reporting:

- With the Finance Committee, prepare a Proposed Budget for the coming year to be presented at the Spring Executive Board Meeting
- Present Budget for approval at the Convention
- Send a copy of the monthly bank statement to the VAFR Office and to the AVAVRS President with explanation of debits and credits.
- Keep record of state pins that are sold.

Dues:

- \$5.00 per active member
- Dues are due at the end of the Convention.
 - See Bylaws, Article III Membership, Section III for more information.
- When dues are received from Auxiliaries, receipts and membership cards are mailed within two (2) weeks. Keep duplicate of dated receipt.
- Life Members of AVAVRS do not pay State dues.

- Notify District Vice Presidents, on a quarterly basis, of any Auxiliary in the District which has not paid dues. Auxiliaries are not in good standing if they haven't paid dues and cannot participate in most activities including voting.
- Keep President and Vice President informed of Auxiliaries which have not paid their dues.
- Thirty (30) days before Convention provide Roll Call Committee with final list of eligible and ineligible Auxiliaries.
- Any Auxiliary joining AVAVRS after July 1st will have dues applied to the following year.
- Send a copy of the proposed budget and Annual Financial Statement to the Roll Call Committee chair ten (10) days before the Convention to be included in the Convention Packet.

Convention:

- Business Meeting – account balance, present Budget, report receipts, disbursements, and account balance and vote on Proposed Budget.

Payment of Expenses:

- Pay all bills and Officers' expenses after approval by the President, as provided for in the Bylaws and the Budget.
- All checks over \$100 must be co-signed by the President or other authorized check signer(s).
- Pay President's expenses after approval of District Vice President, as provided by in the Bylaws and the Budget.
- Send suitable memorial, cost per the Budget, in the event of the death of a current AVAVRS State Officer. The Chaplin will notify you of deaths of AVAVRS Officers.
- Flowers or memorial donations for Life Members paid for out of the Life Membership fund.

Turn records, all books and Treasurer material over to new Treasurer within 30 days of end of Convention.

See Bylaws Article IV, Officers, Section I, J page 6 & 7

AVAVRS HISTORIAN

Perform all duties listed under "Officers and Committee Chairs."

- Design and create the AVAVRS Scrapbook.
- Serve as Chair of the Outstanding Service Award Committee.
- Send articles to the Virginia Lifeline as requested by President.
- Travel and attend as many AVAVRS State functions as possible throughout the year taking pictures to be used in the AVAVRS State Scrapbook.

State Scrapbook:

- Keep a list of Scrapbook expenses, sales receipts, etc. The AVAVRS Historian will need to purchase items needed to prepare State Scrapbook; refills, supplies, and prints needed for assembling the Scrapbook. Send expense voucher and receipts to the AVAVRS Treasurer to be reimbursed for those items purchased as provided in the Budget.
- Scrapbook cover should be an original idea and not professionally made.
- Take pictures at Convention, Spring Executive Board Meeting and other meetings or State functions you attend throughout the State. Pictures taken by District and State Officers can be included in the State book.
- The State Scrapbook shall be presented to the presiding AVAVRS President at Convention at the Business Meeting and becomes their property.

Outstanding Service Award:

- The AVAVRS Historian shall send a copy of all nominations received for the Outstanding Service Award to each member of the Outstanding Service Award Committee.
- Committee consists of one member from each District who has received this award before.
- Committee members will judge the nominations and select a maximum of two.
- The nomination(s) shall be returned to the AVAVRS State Historian sixty (60) days prior to the opening day of the annual Convention. In the event of a tie, the committee will meet at Convention to choose either none, one or two people to be presented to the membership.
- A person can only win this award once.

See Bylaws Article IV, Officers, Section I, K page 7

AVAVRS CHAPLAIN

Perform all duties listed under “Officers and Committee Chairs”.

- Send appropriate cards throughout the year.
- Notify VAFR Chaplain of major events.

Devotions:

- You may be asked to give devotions and return of thanks at any District Meeting you attend.

Correspondence:

- Maintain a list of current AVAVRS Officers, Auxiliaries, Life Members and Past Presidents with names and addresses.
- Advise the VAFR office of deaths at 804 749-8191 or by email at VAFR@VAFR.com

Convention:

- Opening: at discretion of VAFR Convention Chair, you may be called upon for prayer or benediction.
- At all meetings give Devotional, read Collect, return thanks if food is served, close meeting with the Watchword.
- At the meeting you will be in charge of the Memorial Service.
- If asked, participate in VAFR Memorial Service.
 - Collect obituary, and picture of each deceased member for possible use in Memorial Service.
- Newly installed Chaplain. Attend AVAVRS Officers' Meeting. Lead opening prayer and close with Watchword.

Memorials:

- A suitable memorial, within price range established by the Budget, for deceased, current AVAVRS State Officer. In the event a memorial needs to be sent for a Life Member, contact the Life Member Committee Chair.
- Notify the Treasurer if a memorial needs to be sent.

Expenses:

- Cost of cards and postage will be reimbursed as provided for in the Budget.
- Travel expenses may be reimbursed if provided in the Budget.

See Bylaws Article IV, Officers, Section I, L page 7

AVAVRS PARLIAMENTARIAN

Perform all duties listed under “Officers and Committee Chairs”.

- Serve at the President's side at all times to ensure that meetings are conducted, questions answered, etc., in accordance with the AVAVRS Bylaws and with the current edition of Robert's Rules of Order.
- Maintain a current copy of the Bylaws & SOPs and AVAVRS, and be familiar with each, as well as with the current edition of Robert's Rules of Order.
- Send changes of Bylaws to Officers, Chairs, local Auxiliaries, Life Members, and Bylaw Committee Members, and VAFR State Office within 30 days of approval of changes.

Bylaws Committee:

- Serve as Chair of the Bylaw Committee.
- The AVAVRS President will choose three persons to serve with you as Committee Members.
- As Bylaw changes are received during the year, number them.
- A Bylaw change may come from an Auxiliary, AVAVRS Bylaw Committee or a District.
- All Bylaw changes are sent to the State Parliamentarian.
- All Bylaw changes must be received sixty (60) days before the Spring Executive Board Meeting or Convention.
- Prepare a sheet numbering each Bylaw change, showing which Auxiliary and District presented them and dates received.
- Send copies of Bylaw changes to Bylaw Committee members, State Officers, and individual Auxiliaries sixty (60) days before Convention.

Convention:

- Meet with your Committee to review and discuss all Bylaw changes.
- Have Committee members sign Bylaw changes.
- Business Meeting
 - Prepare reports and read Convention Rules present and read Bylaw changes.
 - Discuss each Bylaw change.
 - Discussion of changes, if needed.
 - Vote: It requires 2/3 of votes cast by Delegates to pass Bylaw changes.
 - Mark the top of each Bylaw change with "passed" or "rejected" and the date of the vote. Give to the Secretary to include with the minutes.
- Attend Officers' Meeting for newly elected and Appointed Officers.
- After Convention
 - Update the Bylaws and SOP.
 - Send AVAVRS Officers, Auxiliaries, and Life Members a copy of the updated document(s) within 30 days.

See Bylaws Article IV, Officers, Section I, M page 7 & 8

AVAVRS IMMEDIATE PAST PRESIDENT

Perform all duties listed under "Officers and Committee Chairs." Serve in an advisory capacity to the incoming President as needed.

General Duties:

- In order to maintain an orderly transition, be available to coordinate with the incoming President on any items that originated during your tenure.
- Attend all meetings at Convention, as well as the Spring Executive Board Meeting.
- Shall be Installed as an Officer at Convention.

COMPOSITION OF COMMITTEES

Convention Committee

Chair: Appointed by the AVAVRS President

Members: Co-Chair, also appointed by AVAVRS President

Limitations on Membership: None

Nominating Committee

Chair: Appointed by AVAVRS President

Members: Secretary of each District

Limitations on Membership: candidates for office cannot count ballots.

Roll Call Committee

Chair: Appointed by the AVAVRS President

Members: Assistant Chair, appointed by the AVAVRS President; and a representative from each District, appointed by the District Vice President

Limitations on Membership: Representatives cannot be busy with other Committee or Officer duties during meetings.

Membership Committee

Chair: AVAVRS Vice President

Members: District Vice Presidents

Limitations on Membership: None

Bylaw Committee

Chair: Appointed by the AVAVRS President

Members: Three other members, appointed by the AVAVRS President

Limitations on Membership: None

Finance Committee

Chair: AVAVRS Treasurer

Members: Two other members, appointed by the AVAVRS President

Limitations on Membership: The two Committee members shall be (1) a former Treasurer and (2) a former President. If the former Treasurer and former President are the same person, then the third member can be any other member.

Outstanding Service Award Committee

Chair: AVAVRS Historian

Members: One person from each District who has received this award before

Limitations on Membership: None

AVAVRS Auxiliary of The Year Award Committee

Chair: AVAVRS Vice President (non-voting)

Members: AVAVRS Immediate Past President and the six District Vice Presidents (or their representatives).

Limitations on Membership: None

AVAVRS CONVENTION COMMITTEE CHAIR

Perform all duties listed under "Officers and Committee Chairs." The AVAVRS President will select a co-chair with the approval of the Vice President and keep that person informed. Attend any meetings necessary to plan for the Convention. Coordinate any last-minute details which may occur at the Convention. Assist the VAFR Convention Chair as requested. (This description is a general outline of duties. Consult "guidelines" that are kept in the chair's notebook for detailed information regarding all aspects of the position.)

- Request, from the VAFR Convention Chair, a suite for the AVAVRS President, and rooms for the AVAVRS Secretary and AVAVRS Convention Chair and Co-Chair. Maintain a list for the officers' rooms so they may be reserved in a block.
- Arrange, with the VAFR Chair, for meeting rooms during the Convention.
- Arrange, with the VAFR Chair, for the general set-up of each room.
- Coordinate with the VAFR Chair or designee in ordering one (1) or two (2) bowls for Outstanding Service Award.
- Expenses incurred by the AVAVRS Convention Chair while pursuing Convention business may or may not be paid by the VAFR according to the guidelines set forth by the VAFR. If the VAFR is paying, Expense Vouchers are to be sent to the VAFR Convention Chair for approval.
- Have name plates for the head table and sub-table used at meetings.
- Plan and coordinate all aspects of the Life Membership gathering, including writing letters or sending invitations, if that is the choice, with the input of the President.
- AVAVRS Officers registration for Convention may or may not be handled by the Convention Chair.
- Contact and arrange for specific Auxiliaries to host the Convention meetings.
- Inform the Chaplain if their services will be required at the Opening Ceremonies and the VAFR Memorial Service.
- Any necessary correspondence should be written by the Chair, with copies forwarded to the VAFR Convention Chair, AVAVRS Co-Chair, AVAVRS President, and AVAVRS Vice President.
- Prepare and send Convention packets to the Auxiliaries, Officers, Committee Chairs, and Life Members, usually about shortly after the Spring Executive Board Meeting.
- Communicate with the AVAVRS Members to inform them of events.
- Memberships' surveys are helpful with planning events.
- Communicate regularly with the AVAVRS President and respond to any requests.

Spring Executive Board Meeting:

- Ask the AVAVRS President if there is a preference for the set-up of the meeting room. Ask if additional chairs are needed to be placed in the room. Inform the VAFR Convention Chair of these needs so that arrangements can be made with the hotel.
 - Suggested Room Arrangement:

- Tables should be set up in a “U” shape or a square, with chairs on the outside of the tables. Head table should accommodate six (6) Officers: President, Vice President, Secretary, Chaplain, Treasurer, and Parliamentarian. Remaining chairs should accommodate remaining Officers.
- Additional chairs should be placed around the wall or in rows as the size of the room allows.
- Request a table for roll call sign-up
- Request a PA system.
- Any refreshments should be placed on the back wall.
- Request that water be placed all around (this may have to go through the VAFR office, since they pay for all hotel equipment, i.e., tables and chairs.)

Convention:

- Attend pre-Convention meeting with hotel staff, if such a meeting is called, to ensure all requests are clear and understood. (Meeting will probably be held afternoon prior to opening of Convention.)
- Provide hosting Auxiliaries with their corsages before each meeting and collect same at end of each meeting.
- Have door prize tickets available for hosting Auxiliaries at all meetings and collect unused tickets after each meeting.
- Assist in getting door prizes back and forth to meetings. See that the door prizes are at all of the meetings and secured between meetings.
- If there is a breakfast meeting, distribute breakfast tickets and assist Treasurer in collecting money for tickets.

AVAVRS CONVENTION COMMITTEE CO-CHAIR

Assist Chair in above mentioned functions, ready to assist if necessary.

AVAVRS NOMINATING COMMITTEE CHAIR

Perform all duties listed under "Officers and Committee Chair".

- Ensure that a complete slate of Officers is presented to the AVAVRS Membership for election.
- According to the AVAVRS Bylaws, there must be a representative from each District serving on this Committee.
- Send resumes and pictures of all candidates to the Virginia Lifeline if possible.

Nomination and Voting:

- Date each nomination letter as it is received.
- Thirty (30) days before Convention, send a letter to each Committee member. Enclose copies of the resumes which you have received.
- A letter listing nominees should be forwarded to the AVAVRS President.
- The slate of officers should be typed before Convention, with a space for each Committee member to sign, along with the Chair. A meeting should be held before the membership business meeting to discuss the slate and sign the Nominating Committee report before it is presented to the AVAVRS Membership.
- The vote is by plurality. The Parliamentarian will explain the voting process at the Convention.

Business Meeting:

- Read from the AVAVRS Bylaws stating that if a nomination is to be made from the floor at the business meeting a resume and signed statement of willingness to run must be given to the Nominating Committee Chair before the meeting.
- After the slate is presented at the membership business meeting a copy should be given to the presiding President and the Secretary.
- The vote will be by ballot. It is the duty of the Nominating Committee Chair to have these ballots prepared in advance, providing for a write-in space for nominations from the floor. If there is only one (1) candidate for an office, the vote shall be cast by the AVAVRS Secretary.
- The President usually calls on the Nominating Committee Chair to start the voting process.
- Ballots should be tallied by the Nominating Committee Chair and two members of the Nominating Committee, chosen at your meeting with the committee before the Membership Meeting. **Candidates may not count ballots.**

Chair:

- After the election, seal ballots in an envelope to be kept for 60 days following Convention by the incoming Nominating Committee Chair. Destroy after 60 days.

See Bylaws, Article VII, Committees, Section I, D page 10

AVAVRS LIFE MEMBERSHIP COMMITTEE CHAIR

- Chair shall perform all duties listed under "Officers and Committee Chairs."
- Date each information sheet and resume as it is received.
- Have copies of guidelines, application forms, etc., available to send immediately to the Auxiliaries when requested.
- Convention:
 - The Committee Chair will have the Life Member pin and card ready for presentation at the meeting of AVAVRS, along with a copy of the recipient's resume.
 - The Committee Chair will present the award.
 - After Convention, the applications and resumes of those not receiving Life Membership will be returned to the Auxiliary which submitted them.
- Ballots and Voting:
 - Have voting ballots with all nominees listed at the meeting at Convention
- The Life Membership Chair, Parliamentarian and two (2) Life Members should tally ballots.
 - The incoming Life Membership Chair will destroy the State ballots thirty (30) days following Convention.
- Will be responsible for keeping an updated list of Life Members and their contact information and dates of deaths.
- Will be responsible for letting the Treasurer know to send Memorial Gifts.

See Bylaws, Article VII Committees, Section I, F, Page 10 & 11

AVAVRS ROLL CALL COMMITTEE CHAIR

Perform all duties listed under "Officers and Committee Chairs."

- Organize and direct the sign-in roll call at all Convention meetings and other meetings when needed.
- Prepare Officers and Auxiliaries Delegates packets that include:
 - Convention Agendas; welcome letter from President, and the Auxiliary President's address form. These will be sent to you from the AVAVRS Secretary or AVAVRS President.
 - Proposed Budget and Annual Financial Statement sent to you from the AVAVRS Treasurer.
 - Anything else that the President wants included.
- The Auxiliary Booklets will be brought to Convention by the Secretary and can be placed on the table to be picked up by the Delegate or put in the packet. The Voting Card will be handed to the Delegate only when you sign in.
- Prepare a list of all AVAVRS Auxiliaries with name of Delegate and Alternate.
 - Mark list with who is eligible to vote and not vote.
 - Mark list with who is eligible to win awards.
- Prepare a list of all AVAVRS Officers, Life Members, and Past Presidents.
- Provide number of voting delegates registered at meetings.
- Lists Needed:
 - A copy of list is in the "Forms" Section of this document
- Work closely with AVAVRS Officers as follows to obtain necessary information to prepare sign-in sheets and implement duties of Roll Call Committee.
- From District Vice Presidents:
 - Name, address, and phone number of Roll Call Representative and Alternate from their District.
 - List of all Auxiliaries in their District.
 - List of Auxiliaries that did not pay District dues by deadline.
 - List of Auxiliaries that did not attend at least one District meeting since last Convention.
- From AVAVRS Treasurer:
 - List of Auxiliaries that have not paid State dues by dues deadline.
- From AVAVRS Vice President:
 - List of any new Auxiliaries.
- From AVAVRS Secretary:
 - List of the names of Delegates and Alternates.

At Meetings:

- After President announces that the Roll Call has been closed, give count of number of Auxiliaries, members, guests, State Officers, Life Members, and Past Presidents present. Give this information to the AVAVRS President and Secretary.
- At the Business Meeting, after roll call is closed, prepare a list of Auxiliaries who are eligible to win awards. Note why an Auxiliary is not eligible. **This list must be completed before elections or presentation of awards.**
 - Give this list to the following:
 - AVAVRS President
 - AVAVRS Vice President - Auxiliary of the Year Award
 - AVAVRS Historian - Scrapbook Awards and Outstanding Service Award
 - AVAVRS Nominating Committee Chair - Hold an Office

VAFR Convention Committee:

- Needs a list of which Auxiliaries are **not** eligible to receive VAFR or AVAVRS awards.

Sign-In Table Arrangement:

- Three six-foot tables and seven chairs. Tables should be placed inside (if possible) the meeting room, at the back of the room opposite the head table. (Roll Call Representatives can keep up with the meeting.)
- Each District will have a representative on this Committee. The same Roll Call Representative should handle all meetings at Convention, if possible. An alternate should be appointed, in advance, for replacement.
- Another person will have the list of State Officers, Life Members, and Past Presidents in order to check them in.
- Representatives shall not be:
 - Current State Officer, Committee Chairs or hosting the meeting.
 - A member of a Committee working during meetings, such as the Life Membership or Nominating Committees, who will be counting votes.
 - Delegates

Sign-In Sheets:

- Every District will have a different sheet for each meeting.
- Put the meeting date on every sign-in sheet.
- Auxiliaries will be listed in alphabetical order on individual District sign-in sheets.
- Sign-in Sheet will show:
 - Auxiliary name
 - Delegate Name and Delegate Signature
 - Alternate name
 - A column for number of members/guests at the meeting
 - Each column shall be totaled at the bottom of the sign-in sheet
 - Committee Chair will double check totals and transfer information to a master sheet to be given to the AVAVRS Secretary for the permanent record of attendance at each meeting.

Roll Call Representatives:

- Arrive 30 minutes before meetings.
- Arrive 1 hour before meeting if food is to be served.
- Verify names of Delegate and Alternate. (If they don't match, find out why and correct.)
- Be sure Delegates have Badge/Ribbon.
- Inform an ineligible Auxiliary of that fact. Refer them to the Committee Chair if necessary.
- Record attendance - number of members, guests.
- Give Delegate a voting card (different color each day). Distribute Delegate's Packet.
- Distribute other materials if requested.
- Total sign-in sheets.

Supplies Needed:

- Signs for individual Districts, Officers, Life Members, and Past Presidents.
- Calculator.
- Pencils, pens, note pads, stapler, staples, staple puller.
- Voting Cards, different color each day - 3x5 index cards.
- Folders for each District and one for Life Members, State Officers, and Past Presidents.
- Roll Call Sheets - Different sheets every day needed for each District, Officers, Life Members and Past Presidents.

- Master Sheet of all AVAVRS Auxiliaries in alphabetical order showing attendance at each meeting for all three days.
- Change of name and address form for Auxiliary President. This form is to be given to the AVAVRS Secretary.

Expenses:

- Cost of postage, printing, copying, supplies, and voting cards will be paid by the AVAVRS.
- Other expenses may be considered on an as-needed basis.
- **Receipts must be submitted** for reimbursement. Submit expenses to the AVAVRS President for approval before deadline.

See Bylaws, Article VII, Committees, Section I, H, pages 11 & 12

AVAVRS ROLL CALL COMMITTEE CO-CHAIR

Perform all duties listed under "Officers and Committee Chairs."

Familiarize yourself with the AVAVRS Roll Call Committee Chairs' responsibilities and assist them in however is needed.

AVAVRS FUND RAISING CHAIR

Perform all duties listed under "Officers and Committee Chairs."

50/50 Raffle:

- Chair(s) are in charge of the 50/50 raffle at the Convention.
 - Have plenty of tickets to sell, multi-color tickets work best
 - Have a container to put the tickets into for the drawing
 - Sell tickets at as many events at the Convention as possible
 - Ask for volunteers to help sell tickets
 - Drawing is held at the VAFR Installation and Awards Ceremony
 - Must be present to win
 - Proceeds from this go into the AVAVRS Treasury

Door Prize:

- Decide on if the main prize will be cash or a gift.
 - If it is a gift, acquire gift
- Remind the six (6) District Vice Presidents that they are to donate a prize with a minimum value of \$25.00.
- Have tickets printed and distributed to each Auxiliary no later than the Spring Executive Board Meeting.
 - If possible, have a sponsor for printing of tickets.
 - Keep track of which tickets each Auxiliary had to sell
 - Each ticket seller must pay for any unsold tickets not turned in before the meeting of the AVAVRS.
 - Maintain a list of who sold what tickets for accountability
- Drawing will be held at the business meeting at Convention.
- Proceeds from this go into the AVAVRS Treasury.

See Bylaws, Article VII, Committees, Section I, I Page 12

DISTRICT VICE-PRESIDENTS

Send in written Officer Report to the AVAVRS Secretary for inclusion into the Convention booklet.

See Bylaws, Article IV, Officers, Section I and N; Article VIII Districts Page 12 & 13

LOCAL AUXILIARY PRESIDENTS

Immediately upon taking office the following should be done.

- Send a list of your officers along with their office, name, address, phone number, and email address to the AVAVRS President, Vice President, Secretary, Treasurer, Chaplain, Historian and your District Vice President.
- As President it is your RESPONSIBILITY to do the following:
 - Read and know your Auxiliary Bylaws and if appropriate your Standard Operating Procedures (SOP).
 - Attend or send a Delegate to all your District Meetings with a report from your Auxiliary on its activities since the last District Meeting. Bring back information to your Auxiliary so they will be informed. Encourage your members to attend District Meetings.
 - If you are able, attend your Senior Squad's Meetings. This will help you to know what they are doing and what assistance they may need from your Auxiliary. If you are able, attend your Senior Squad Board Meetings. They may ask you if the Auxiliary will be able to assist them in a project.
- Attend or send an Alternate Delegate to the Spring Executive Board Meeting.
- Provide funds, if possible, for some of your members to attend Rescue College. The Auxiliary Management Class is taught by persons in an Auxiliary and is geared to solving problems and has informative segments on leadership, running an Auxiliary, etc. The class is "new" every year with different segments.
- Send information requested by the AVAVRS for Convention before the deadline dates. You will be asked to send in a report of your Auxiliary activities since the last Convention and how much money you have given to your Senior Squad.
- Attend or send a delegate to the AVAVRS Convention. Bring back information to your Auxiliary. Encourage your Auxiliary members to attend Convention.
- Share Newsletters and other material, which may be of interest to your members. You will receive this information by email.

See Bylaws Article III Membership, Section I & II, Page 1 and 2

AVAVRS PRESIDENT'S SERVICE OF HONOR

Ruth Wise Trophy

- The Ruth Wise Trophy was presented to the incoming Auxiliary President each year at Convention by Julian Stanley Wise in honor of his wife Ruth Light Wise.
- Retired in 2000

AVAVRS Presidents Service of Honor

- Given by the Forest View Volunteer Rescue Squad Auxiliary in Memory of Margaret Nicholls for Integrity and Service, 1960-1998

- Started September 1989 and retired September 2009

AVAVRS Presidents Service of Honor

- Presented by the Henrico Volunteer Rescue Squad Auxiliary in Honor of Helen D. Brand for Compassion, Dedication and Service.
- Started September 2009 and retired August 2019

AVAVRS Presidents Service of Honor

- Presented by the Cave Spring Rescue Squad Auxiliary in Memory of Sharon K. Campbell for Compassion, Dedication and Service.
- Started September 2019 and will retire 2029

The Service of Honor will be a revolving award and presented by the outgoing AVAVRS President to the incoming AVAVRS President at the State Convention.

The AVAVRS President will be responsible for having their name and years as President engraved on the award.

The Service of Honor will be presented for a maximum of ten (10) years per Honoree. The sponsoring Auxiliary will determine the final placement of the trophy when it is retired.

Forms and Scoresheets

Rules for Convention Delegates

- Voting Body The voting body of the AVAVRS shall consist of duly accredited Delegates or, in their absence, their alternates. No member shall have more than one (1) vote and no voting by proxy shall be allowed.
- Quorum A quorum for this Convention shall be a majority of the registered Delegates.
- Badges Delegates must wear badges.
- Motions Motions may be made by members of the voting body only. When making a motion, the proponent shall stand and, when recognized, give name and Auxiliary affiliation before stating motion. The same procedure shall be used when making a second.

Any member of the AVAVRS may speak during open discussion. The speaker must identify himself/herself, and their Auxiliary. Discussion by each person is limited to three (3) minutes. Only the voting Delegate is eligible to vote on issues before the voting body of the organization.

AVAVRS ELIGIBILITY REQUIREMENTS

To Vote

To Win Awards

To Compete in EMT

To Present Bylaw changes

To Have A Member Hold District or State Office

1. Pay State Dues
State Bylaws – Article III -Dues, Section III

2. Pay District Dues
State Bylaws – Article VIV – Districts, Section III
District Bylaws – Article V -Membership

3. Attend at least one (1) District Meeting during the year between conventions
State Bylaws – Article V, Section I, D
District Bylaws – Article VII -Meetings, Section III

4. Have a convention-registered representative, also registered with the AVAVRS Roll Call Committee, present at all AVAVRS business meetings at the convention. Representative must attend all meetings in their entirety.
State Bylaws -Article V -Meetings, Section I, D

Special Notes

In the Southwestern District and Western District, each Auxiliary must compete in at least one (1) District competition a year in order to be able to compete in State competition.

District -(Southwestern) Article VI -District Guidelines Emergency Care #3, District - (Western)

AVAVRS CONVENTION QUESTIONNAIRE

Name of Auxiliary _____

Auxiliary Information:

A. Will you have a Delegate at the meeting? YES NO

Delegate's Name: _____

Estimate number attending (including non-members) _____

C. Deceased member? YES NO If yes, please complete Chaplain's Report

Door Prizes

Will your Auxiliary donate a door prize? YES NO

(Suggested minimum is \$5.00, and please, no sized clothing.)

Senior Squad Donations

How much money (or equivalent thereof) did your Auxiliary give your Squad during the year

July 1, DATE – July 31, DATE \$ _____

Your auxiliary must have a Delegate at the entire meetings(s); have paid current District and State Dues; and attend at least one (1) District Meeting since last Convention in order to be eligible to vote, present Bylaw changes, win AVAVRS or VAFR awards, or have a member hold District or State office.

Please return this form, whether attending the convention or not, by **August 1, 20yy**

NAME, AVAVRS President

ADDRESS

ADDRESS

Phone: Home XXXX Cell XXXX

**AUXILIARY PRESIDENT'S
ANNUAL REPORT**

DEADLINE: Date

Name of Auxiliary _____

President's Name _____

Home Address _____

Phone Number _____ Email _____

What Month Does Your Auxiliary Change Officers? _____

Number of current members _____ At Present Time _____

Convention Delegate: (Name) _____

Alternate Delegate(s): (Name) _____

Write a condensed report (suggested length 175 words) about your most interesting projects and service since **mm/dd/yyyy** as you want it to be printed in the Annual Report Booklet. PLEASE TYPE OR PRINT.

Reports as well as the above information can be mailed or emailed. **Email is preferred.**

This report must be returned by **mm/dd/yyyy** to:

NAME, AVAVRS Secretary

ADDRESS

ADDRESS

Home Cell

Email:

AVAVRS CHAPLAIN'S REPORT

If anyone from your Auxiliary has passed away since the last Convention, please fill out this form. This information is needed for the memorial service.

Name of Auxiliary _____

Name of Deceased _____

Auxiliary and community comments _____

Personal history and other pertinent information

Please return this form to the State Chaplain by **DATE**

Contact the AVAVRS Chaplain *immediately* if there is a death after this deadline.

Please send a 4 x 6 photo of the deceased member to be used during the memorial service.

SEND TO: NAME AVAVRS Chaplain

ADDRESS

ADDRESS

PHONE: H

Email:

Please return this form even if your Auxiliary did not have a death.

AVAVRS ROLL CALL DELEGATE FORM

Auxiliary Presidents

Please fill in your Delegate name and Alternate(s) on the lines provided below.

Delegate _____

Phone # _____ Email _____

Alternate _____

Phone # _____ Email _____

From (Auxiliary name) _____

Deadline mm/dd/yyyy

NAME AVAVRS Roll Call Chair
ADDRESS
ADDRESS
Phone Cell
Email:

AVAVRS DISTRICT ROLL CALL REPRESENTATIVE FORM

District Vice Presidents

Please fill in the District name and members who will be working the sign-in table at Convention.

District _____

Name _____ Phone# _____

Email _____

Deadline mm/dd/yyyy

NAME AVAVRS Roll Call Chair

ADDRESS

ADDRESS

Phone Cell

Email:

**AUXILIARY TO THE VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE
SQUADS OUTSTANDING SERVICE AWARD**

(Please type or print neatly)

I. Name of Nominee _____

Auxiliary Affiliation _____

Date joined Auxiliary _____ Life Member? _____ Date _____

Auxiliary Elected and Appointed Offices and number of years served:

Auxiliary Honors and Awards:

AVAVRS District Elected and Appointed Offices and number of years served:

AVAVRS State Elected and Appointed Offices and number of years served:

District and/or AVAVRS Honors and Awards:

In 300 words or less, describe the exemplary services which entitle this nominee to be considered for this award.

Deadline DATE

SEND TO:

NAME, AVAVRS Historian

ADDRESS

ADDRESS

Cell XXXX

▪
AVAVRS LIFE MEMBERSHIP

Persons must be nominated by their own Auxiliary or an Auxiliary in their District. Nomination must be then sent to the Life Membership Chair. See Bylaws, Article III, Membership, Section IV

Anyone interested in nominating someone for Life Membership, please contact the Life Membership Chair listed below or use the form on the next page.

Reminder... all nominations shall remain secret from the person being nominated.

Deadline: Sixty (60) days before the Convention

mm/dd/yyyy

Send to: NAME AVAVRS Life Member Chair
ADDRESS
ADDRESS
Phone: H C
EMAIL:

AVAVRS Life Membership Application

Date _____

Name of Auxiliary Submitting Nomination _____

Nominee is a member of _____

Has the Nominee's Auxiliary been notified of the Nomination? Yes No

Nominee Information/Resume

Name _____

Number of years in Auxiliary _____ Date Joined _____

AVAVRS Offices, Committees, etc.

District Offices, Committees, etc.

AVAVRS AUXILIARY OF THE YEAR AWARD

In Memory of Marie Householder

CRITERIA

This award is presented to the AVAVRS Auxiliary in good standing that best shows the mission and purpose of the AVAVRS. This is demonstrated during the year by outstanding participation in the AVAVRS, service to their squad, community, recruitment and training.

AWARD RULES:

The AVAVRS Vice President will be the Chair (without a vote) and the voting members (7) will be the six (6) District Vice Presidents (or their representative) and the Immediate Past President. If the District Vice President is a member of an Auxiliary submitting an application for the "Auxiliary of the Year" the AVAVRS Vice President will contact that District Vice President and ask for an alternate's name from the District Officers and who is not a member of an Auxiliary who has submitted an application. If the Immediate Past President is a member of an Auxiliary that has submitted an application for the "Auxiliary of the Year," the AVAVRS Vice President will ask another Past President who is not affiliated with a submitting Auxiliary to serve on the committee. All information concerning the applications would then be forwarded to the alternate. Each entry will be numbered, and any identifying words will be marked out. Voting sheets will be sent with each numbered entry. The individual committee member will then judge each entry and mark each category using a scale of 1-20 showing points they think the category deserves. The Vice President will then tally and average points of an entry to determine the winner. The AVAVRS Vice President will cover all names and related information so the name or area will not disclose the name of the Auxiliary during the selection process.

The contest will close 60 days prior to the Convention and will be the same date that the Officers' reports are due. When an Auxiliary is submitting an application, a signed letter must be attached, or the application be signed by the Squad's Captain/Chief/President verifying all information to be accurate on the Auxiliary application. The AVAVRS Vice President will verify by phone the signature on the application of the Captain/Chief/President. The evaluation period will be from **DATE** of the prior year through **DATE** prior to the Convention at which the entry will be judged. No Auxiliary will be considered for the award for **two years immediately** after being presented the award.

This award is sponsored by Harry Householder, Elizabeth and Sean Grubbs and they will provide the plaque at no cost to the AVAVRS. Criteria for the award may be changed from time to time by a majority vote of the AVAVRS Executive Committee. The award will be announced as the **AVAVRS Auxiliary of the Year Award** (sponsored by Harry and Marie Householder) and presented during the Awards Ceremony by the Convention Committee after the Squad of the year is announced. If Harry and Marie Householder decide to no longer sponsor the award, the AVAVRS will have the choice to discontinue the award or find another sponsor.

Use the headings below and categorize your activities under the proper heading. Application will be disqualified if this format is not followed. Use name of Auxiliary only once as it must be marked out each time you use it. Use a list of activities for an area when possible. Avoid wordy description of activities. Criteria of award will be determined by the supporting information received in each area. The total of 100 points can be awarded from 1-20 in each of the following areas.

1. **AVAVRS Participation:**

Examples Include: Attendance at District Meetings, taking part in District Meetings or hosting meetings, Convention participation and attendance at Rescue College.

2. **Service to the Community:**

Examples Include: Teaching CPR classes, teaching EMT Classes, distribution of safety materials, health screening, blood drives, sponsoring community activities - needy family-Kids to camp - helping Salvation Army or Red Cross, etc.

3. **Recruiting Program:**

Examples Include: Increasing membership by recruiting (explain).
Helping squad with recruiting efforts (explain).
Auxiliary functions for betterment of morale of the Auxiliary or squad.

4. **Service to Squad:**

Examples Include: New and better ways of fundraising helping with administrative work, running calls, building maintenance or supplies, refreshments for squad at their meetings or Auxiliary sponsored activities during EMS week directly related to squad.

5. **Increased Community Awareness:**

Examples Include: Press releases on activities, talks to civic groups, holding Open House, working with Rescue Squad/EMS Week Activities.

Deadline – mm/dd/yyyy

Please limit to 5 pages (one side only) on plain white paper no videos or no faxes accepted.

Send to:

NAME, AVAVRS Vice President
ADDRESS
ADDRESS
H C
Email

DEADLINES

Auxiliary of the Year-----	60 days
Bylaw Changes -----	60 days
Convention Questionnaire -----	60 days
Life Membership-----	60 days
Outstanding Service -----	60 days
Memorial Service Information-----	30 days
Officer's and Auxiliary Reports to Secretary ---	60 days
Outstanding Jr Squad-----	60 days
Nominations for elections -----	60 days
Roll Call Committee Chair -----	30 days
Scrapbooks -----	30 days
Expenses sheets are due 15 days after Convention	