



Department Executive Committee Meeting

Virtual Meeting
January 16, 2021

To All Members

Our Department Executive Meeting will be held virtually on January 16, 2021 beginning at 9:00 am. The first session will be from 9:00 am to 12:00 noon, second session will be from 1:30 pm to 5:00 pm., or until our business is concluded. It is my hope that we will not need the entire afternoon session.

Please read and follow the information given below. It is imperative that we all know and are prepared for what is expected. A Zoom link with all the necessary information will be sent to you from our Department Secretary.

Those who are required to attend are the Department President, Department Vice President, Department Secretary/Treasurer, Department Junior Past President, Department Past National President, District Presidents and Department Chairmen of all standing committees, Members of the Department Finance Committee, Department Parliamentarian and the Girl State Director, (Article VII).

The members who are called at the request of the Department President are: Department Sergeant-at-Arms and Marshal, Department Historian, Department Musician, Department Chaplain, Department Advisory Committee, Department Distinguished Guest Chairman, Pages, Department Resolution Chairman, Junior Conference Director, Members of the Personnel Committee, and Members of the Membership Support Team. These members are eligible to a voice but no vote at this meeting

Department Officers and Chairmen: It is requested that you prepare a typewritten report that you will give at the Executive Meeting and send to the Department President, Department Vice President, Department Secretary, and Department Historian, no later than 2 days prior (January 14, 2021). Please keep your report brief but informative. You will be given three (3) minutes only.

District Presidents: You are expected to attend this very important meeting. If you cannot attend, your District First Vice President may serve in your absence. You must also notify the Department Secretary and Treasurer that you will not be attending and give the name of the person that will be assuming your responsibilities. Please prepare a very short report on your District's accomplishments, goals and status of your units.

All District Presidents or her representative will be required to meet with the Department President. I will be available Wednesday January 13 through Friday January 15, 2020 for either phone or Zoom meetings, please let me know your preference and the best time to schedule. Please be prepared to report on any Units that you have on probation or those that are having issues. If you are placing a Unit on probation, please be prepared to offer an explanation. Hopefully there will be no requests to surrender any charters.

Hospital Representatives: You will be expected to attend, via Zoom, a meeting with the Department Veteran Affairs and Rehabilitation Chairman, Gloria Williams. Gloria will send details to you regarding this meeting.

Candidates for Department Office will be presented at this virtual meeting. Each candidate should have someone simply announce her candidacy. There will be no speeches.

Please do not hesitate to contact either myself or the Department Secretary if you have any further questions, we are here for you.

Yours in Service

Kathie Martinez, President
American Legion Auxiliary
Department of California