

## **Duties of Department Officers**

**Section 1. The Department President** shall be the executive officer of the Department, charged with the duty of administering the affairs of the Department. She shall preside at all meetings of the Department Encampment, name all appointive officers, including Department Aides, appoint all standing and other committees unless otherwise provided by the Department By-Laws.

**Section 2. The Department Vice President** shall assist the President in preserving order and decorum and in the absence of the Department President, shall fill her office.

**Section 3. The Department Council** shall carefully audit the books of the Department Secretary and Treasurer. They shall thoroughly check all vouchers and canceled checks; satisfy themselves the balance of cash on hand agrees with a certified statement from the bank which the Department Treasurer shall be required to present, so a correct statement of the financial standing of the Department can be presented at the Annual Encampment. The Department Council shall fill any vacancy occurring in an elective office of the Department with the exception of Department President, which shall be filled by the Department Vice President.

**Section 4. The Department Secretary** shall conduct all official correspondence and issue all orders under the direction of the Department President; keep correct records of the proceedings of the Department Encampment; the reports of officers for publication if so ordered by the Encampment; draw all requisitions for money upon the Department Treasurer; make out all Reports and transmit them to National Headquarters. She shall compile a complete list of names and addresses of all Auxiliary members and take a complete census every five (5) years, said censuses to be forwarded as of the December 31<sup>st</sup> reporting period to the National Secretary and National Treasurer to keep on file. She shall render a consolidated report of the gain and loss of membership for the Department Encampment and perform such other duties as pertain to her office.

**Section 5. The Department Treasurer** shall hold the funds and property of the Department; receive all money due the Department, giving her receipt thereof; and fill all requisitions drawn by the Department Secretary. All requisitions must be approved by the Department President before being honored by the Department Treasurer. She shall furnish bond in a reliable bonding company. No money may be invested by the Department Treasurer without a vote of the Department Encampment. She shall prepare and forward all Annual Reports required by the Constitution, Rules and Regulations and make a consolidated financial report for the Department Encampment.

**Section 6. The Department Patriotic Instructor** shall work in conjunction with the National Patriotic Instructor for the betterment of patriotic teaching. She shall compile the work of the various Auxiliaries for their fiscal year. This report shall be forwarded to the National Patriotic Instructor upon approval by the Department, not later than July 1st of the current year.

**Section 7. The Department Chaplain** shall consolidate the reports of the Auxiliary Chaplains, make a report at the Department Encampment and then forward her consolidated report to the National Chaplain on approval of the Department Encampment, not later than July 1st of the current year.

**Section 8. The Department Press Correspondent** shall compile items of interest as furnished by Auxiliary Press Correspondents and prepare same for publication in THE BANNER.

**Section 9. The Chief of Staff** shall direct and assist the Department Aides in raising funds for the maintenance of the Department and perform such other duties as the Department President may require.

**Section 10. The Department Personal Aide** will have many opportunities to assist the Department President during her term of office. Her thoughtfulness and services will make the Department President's work much easier and will bring comfort to her on many occasions.

**Section 11. The Department Counselor** will act as advisor and counselor to the Department President. In order to make just and fair decisions he/she must be familiar with the Constitution, Rules and Regulations governing our Order. He/she must also have a full knowledge of the laws, customs and decisions of the Sons of Union Veterans of the Civil War, since the rules of that Order decide all questions of order not contained in our Constitution, Rules and Regulations.