

Entire Code Rewritten 2003

1. The Department Leadership Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end-of-year statement of the expenses incurred and proposed recommendations affecting the program budget for the next year to the Finance Committee by May 1.
2. The program shall be concerned with the training of all members and should be conducted at all levels (Unit, District and Department).
3. Applications and a copy of the sign in sheet shall be provided to each Unit and District with a covering bulletin at the beginning of each administrative year. Applications may be copied as necessary by Units and Districts or may be obtained from the Department Chairman.
4. Newly appointed Department Chairman will count the number of white cards remaining from the previous year. She will request additional cards to equal fifty (50). She shall request cards when her supply is low. When lists are received she will complete the cards and forward to the Department President for signature. She shall request the Department Office to order fifty (50) blue cards with new National President's signature as soon as possible.
5. The Department Chairman shall conduct at least one workshop during the administrative year. Early in the year, she shall contact all certified instructors to ascertain who will be able to hold or participate in a workshop. She shall work with instructors to assure that workshops are held in areas where needed.
6. The program shall be concerned with the training of all members in the purpose of the Auxiliary, the basic requirements of our programs, an understanding of the Constitution and Bylaws, the rights of members, benefits available, basic protocol, and the importance of proper reporting. A copy of the Auxiliary history should be provided to each member in attendance.
7. Applicants for Certified Instructors shall have attended and or participated in a Leadership Workshop for a minimum of six (6) hours. She must complete the Application for certification and turn it in to the Instructor. The Instructor shall make her recommendation and forward the completed application with \$1.00 to the Department Chairman.
8. Each member attending a Department Leadership Workshop may be assessed a fee by the Department Chairman to defray the costs of booklets, packets and other materials. Fees collected will be noted on the Department Chairman's report to the Finance Chairman with a notation of costs incurred.
9. **Proper forms must be completed by applicants for certification and recertification and recommendations made by the Certified Instructor. Blue cards will be issued to Certified Instructors after receipt by the Department Chairman of the application and \$1.00. The date of expiration will be placed on the back of the card by the Department Chairman. White cards will be issued upon receipt of attendance and \$1.00 each from the Certified Instructor. Leadership pins, at current cost, are also available and can be ordered from National Emblem Sales by any attendee, but they do not indicate Instructor status. Monies in full must accompany all requests for pins and cards. (2004)**

10. Every member who attends a Leadership Workshop is not automatically a qualified Instructor. Only those members who are willing and qualified to initiate, prepare and instruct a workshop using instructional tools should be considered as instructors. Instructors should call upon facilitators to help assist, thereby making the workshop informative as well as a true learning experience. Podium lecturing or reading of materials by instructors shall be discouraged.
11. The current Department President shall automatically be issued a blue card for her year of service.
12. The Department Chairman shall hold or arrange for a Department Junior Leadership Workshop each year. She shall consider where the previous year was held and move to a location in another part of the state.
13. Certified Instructors must conduct or have participated in a workshop every five (5) years to maintain their certification. All members are encouraged to complete the Auxiliary Correspondence Course.
14. The Department Chairman shall maintain a current list of names and addresses of Certified Instructors and shall provide each District with the approved list at the Department Convention.