

The American Legion Department of New Jersey



POLICY AND PROCEDURES FOR DEPARTMENT NEC & ANEC

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Revision 3

Author – Michael Wilson Department JAG

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- The NEC role is to act as the conduit between our National Organization and the Department of New Jersey, such person is also to provide guidance to the ANEC as there is a possibility that such person may be elected to serve as NEC when his/her term is up. The NEC shall work to keep the ANEC fully informed of any issues arising at the national meeting as it is the NEC's job to keep the ANEC and the Department of New Jersey informed of the same.
- The NEC shall schedule all national officers visiting the Department of New Jersey; this is to include travel, lodging, meals, and scheduled visits to Legion College, Department Convention, Department Commanders Testimonial Dinner or any other scheduled events. The NEC shall coordinate with the Department Commander and Department Adjutant on any national officers that shall visit the Department of New Jersey.
- The NEC is the Chairman of the American Legion Department of New Jersey Revised Legion Committee; the ANEC is the Vice Chairman. In addition to the NEC and ANEC, this committee shall have at least seven (7) members and does not have to be PDC's. The members of this committee shall have clear expectations of what is expected of them as they are the Department Commanders advisors. All members with the exception of the NEC and ANEC must be approved by the Department Executive Committee.
- The NEC and ANEC have different assignments at the national level, as such after any regular or

special meeting whether that be in Indianapolis or by electronic means shall meet with the Department officers and revised Legion committee members within ten (10) days of said meetings after returning to New Jersey to debrief the Department either in Trenton or by electronic means. The Department Adjutant or an assigned revised committee member shall act as secretary during these meetings.

- There shall be times when our national organization calls an immediate (emergency) NEC meeting to vote on important or urgent matters. During these times the NEC must inform the New Jersey American Legion Department Executive Committee on the situation within forty eight (48) hours of the emergency meeting with recommendations from the NEC on how the DEC's want to vote on the issue or issues at hand.
- The NEC is assigned to attend all County or District visits; if the NEC is not available to attend the ANEC will attend for the purpose of assisting the Department Commander as well as provide any information from our national headquarters.
- The ANEC shall be responsible for the Department's Temporary Finance Assistance Program (TFA). Such person shall work with the District, County and Post Service Officers to review all submitted paperwork to see that the Veterans family meet the criteria that is required for assistance. Once reviewed paperwork will be forwarded to the Department Adjutant with the ANEC's comments to accept or decline and on compensation if accepted.
- The NEC and ANEC shall be present at all Conventions, regularly scheduled Department or special meetings, the ANEC shall have no vote if the NEC is present. The ANEC shall have a vote if the NEC is not on the Convention floor, at a regular scheduled Department or special meeting.
- Each Department Vice Commander will be responsible for coordinating at least 4 "District" meetings with the Department ANEC acting as Chairman the District Commander will be acting Vice Chairman. The purpose of the meeting is to provide feedback from National and Department, as well as issues facing our Counties and Posts. Meetings shall be open to all DEC's, County officers and Post Commanders and officers. Meetings are to be held within the Vice Commanders assigned District.