



State Department of Missouri
413 W. Hickory
Kirksville, Missouri 63501-1307
(660) 627-0328 - FAX (660) 665-0314
dav_moe@msn.com
<http://www.davmo.org>

Welcome to the Annual DAV State Convention.

We understand you are the State Executive Committee (SEC) member or Alternate SEC for your Chapter.

Your job as a State Executive Committee member is to stay informed of what is going on in your Chapter and the State Department. **You are the representative for your Chapter to the State Department.** Each Chapter has one SEC and thus makes up the governing body of the Missouri DAV. Communicate back with your Chapter on all SEC activities.

The SEC or the Alternate is expected to be at the State Convention and at Fall Conference to represent your Chapter. The SEC or Alternate will be paid \$150 for travel.

On occasion, you will be sent a ballot with an issue or issues that are going on in the Department. Anything dealing with finances, the Finance Committee will vote on it first. We will then send you a ballot for you to vote on what that Committee has approved. It is your responsibility to ask questions if you do not understand something or just have a question. We are always willing to answer any questions that you might have. Please send any ballot back in a **timely manner**. (DAYS not MONTHS)

Each year your Chapter votes on an SEC to represent your Chapter. After your Chapter's vote please fill out the SEC form in this packet and mail, email or fax it back to us, so that we will have the most recent contact information. If you have an email, please include it. It will save us postage in communicating with you. You can also save postage for your Chapter by communicating with us by email.

If you have not received a hat, we would like to know your hat size so I can order a hat for you. Please provide your hat size on the form.

Once again, welcome to the State Executive Committee as a representative of your Chapter. We hope you have an enjoyable and informative experience. I am looking forward to our SEC meetings this weekend at our State Convention here in Jefferson City.

Thank you.
Sincerely,

A handwritten signature in black ink, appearing to be 'M. Elmore', is written over a horizontal line.

Michael T. Elmore, State Adjutant
MTE/cjm



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SEC FORM

TO: DAV Chapters
 SUBJECT: State Executive Committee Form

As mandated by our Constitution and Bylaws, the State Executive Committee is made up of one Representative and one Alternate from each of our Chapters, along with each of the elected State Officers.

Each chapter is asked to complete the form below each year and return it to State Department Headquarters as soon as possible, in order that we may update our files and to assure each Chapter of having a voice on the State Executive Committee.

The State Executive Committee meets three times per year and each member in attendance receives \$150.00 per meeting to help pay his/her expenses. **If this form is not completed and signed by the Chapter Commander and Adjutant, this reimbursement cannot be granted.**

Print and mail, scan and email, or fax to the address above.

Chapter No. _____ at it's meeting on _____, elected/appointed the below named chapter members to serve as it's representative and alternate on the State Executive Committee for the 20____ year.

EXECUTIVE COMMITTEEMAN

ALTERNATE

Name _____

Name _____

Address: _____

Address: _____

City/zip: _____

City/zip: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Cap size: _____

Signed By:

 Chapter Commander

 Date

 Chapter Adjutant

 Date