

**DEPARTMENT CONDUCTRESS 2018/2019**  
**MARY ANNE KREUTZ**  
**E Mail: [mamakreutz@sbcglobal.net](mailto:mamakreutz@sbcglobal.net)**

The Guard announces: "Madam/Mister President, the Conductress/Conductor with the Colors." As the colors enter the room, it is a sight that is always breathtaking and beautiful as everyone in the room stands at attention with the proper hand salute honoring our Flag, our Country and our Veterans. The National President Sandi Kriebel's theme is "**BELIEVE-WE CAN DO IT**", our Department President Ellie Mello's theme is "**360 DEGREES FOR OUR VETERANS & THEIR FAMILIES**"!

Thank you for assuming the position of Conductress/Conductor or Assistant Conductress/Conductor for your District or Auxiliary. No matter what level you are on, the responsibilities are the same. It is most important that you read and study the ritual and be familiar with your duties. "Practice makes perfect" so practice with your team and help them to become familiar with the floor work. Get your floor team together to practice before the Official Visit, Convention, and other meetings. If mistakes happen - and they will - do not draw attention to it. Just carry on and continue to be proud of the team and their floor work. The Contemporary Meeting on page 10 of the Podium edition has instructions for meetings without floor work.

As Conductress/Conductor you are the first to arrive at the meeting as it is your duty to arrange the room, see that the Charter, gavel, Altar cloth, Bible and flag stands are placed properly, and you are to assist the President in preparation for the meeting. You (and Assistant Conductress/Conductor) will be checking the members for their current dues card and don't forget we accept electronic card downloaded from M.A.L.T.A. Those found without possession of the official Auxiliary membership card for the current calendar year should remain standing until vouched for by the Treasurer or a member of his/her Auxiliary or District.

It shall be your responsibility to prepare the Altar for the "**Draping of the Charter**" and the "**Memorial Services**". This is one of the last things you do for our deceased sisters and brothers and we want it to be a ceremony of dignity and respect.

Be ever mindful of what is going on in the meeting room. Conduct your duties in a quiet manner. You do not want to take attention away from the podium; nor do you want to engage in loud conversation while assisting any member who may need your attention.

I am looking forward to an exciting year working together as a team! If you have any questions, please don't hesitate to contact me at any time.