

## **AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN CHAIRMAN AND COMMITTEE MEMBER'S JOB DESCRIPTION**

**PROGRAM:** American Legion Auxiliary Badger Girls State (ALABGS) Committee Vice Chairman

**TERM OF APPOINTMENT:** Three-year term on ALABGS Committee; annual appointment as Vice Chairman

**REPORTS TO:** Committee Chairman, Department President

### **RESPONSIBILITIES:**

1. General knowledge of the Department Constitution and Bylaws, Standing Rules and Redbook as a whole. Specific knowledge of these as they apply to this program.
2. Be prompt in response to Department Headquarters requests. Meet all deadlines.
3. The ALABGS Vice Chairman must turn over all materials from this program to the incoming vice chairman at the end of her appointment.

### **PROGRAM RESPONSIBILITIES:**

1. Is a member of the ALABGS Committee.
2. If possible, should be a counselor during the ALABGS session.
3. The principle duties of the Vice Chairman shall be to discharge the duties of the Chairman in the event of absence or disability.
4. Is responsible for all arrangements for the counselor dinner on Saturday night during the session and other duties as requested by the ALABGS Chairman or Executive Director.
5. Orientations: Work with the ALABGS Vice Chairman, Executive Director, Assistant Executive Director, Program Coordinator, and ALABGS Technology member to review and update the virtual orientation each year.
6. Following each session will attend a meeting of ALABGS Department Heads to fully evaluate the session.

### **SCHOLARSHIPS:**

1. American Legion Auxiliary ALA Badger Girls State offers scholarships. The number and dollar amount awarded each year is determined at the fall meeting of the committee. Application information is emailed to each citizen who completed the immediate past session in January or February.
2. ALABGS also administers the National Samsung Scholarship. Applications are submitted during the ALABGS session in Oshkosh. The winning application is forwarded to the National Headquarters of The American Legion for further judging.

### **FINANCE AND BUDGET:**

1. Provide an estimate of the cost of the Counselors Dinner to the Department Secretary-Treasurer and ALABGS Chairman to assist with preparation of a budget as soon after the session as possible.
2. An itemized bill is required for any and all expenses to be reimbursed by Department. Prior approval by the Department President and the Finance Committee is required for any expense that will exceed the budget.
3. If a chairman/committee member wishes to donate expenses, proper accounting of the costs of this program must be submitted as outlined in number one above to provide the Finance Committee a true accounting of the costs of the program.

**PURPOSE:** Members of the American Legion Auxiliary have structured the Girls State program in order to meet the following objectives:

1. Develop leadership and pride in American citizens.
2. Educate citizens about our system of government.
3. Instill a greater understanding of American traditions.
4. Stimulate a desire to maintain our democratic government processes.

**ESSENTIAL KNOWLEDGE AND SPECIALIZED SKILLS REQUIREMENTS:**

1. Must have the experience of being on staff at ALABGS.
2. Ability to communicate verbally and in writing.

**MEASUREMENTS FOR SUCCESS:**

1. Evaluation sheets from citizens and staff
2. Press releases
3. Letters following session from citizens
4. Applications for citizens to be on staff
5. Applications for scholarships
6. Orientations