

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

PROGRAM: American Legion Auxiliary Badger Girls State (ALABGS) Committee Executive Director

TERM OF APPOINTMENT: Three-year term on ALABGS Committee; annual appointment as Executive Director

REPORTS TO: 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. Give program presentations as requested at the Unit, County and District meetings.
3. Be prompt in response to Department Headquarters requests. Meet all deadlines.
4. Introduce the ALABGS Governor at Department Convention. Present the Wisconsin Governor's Proclamation, if possible, to her at convention.
5. The Executive Director must turn over all materials from this program to the incoming Executive Director at the end of her appointment.

PROGRAM RESPONSIBILITIES:

1. Is a member of the ALABGS Committee.
2. Sign contracts for ALABGS with the Department President.
3. Is the coordinating consultant for the location of the ALABGS Session.
4. At a fall ALABGS meeting, appoint members to serve on the following sub-committees: Government, Non-government, Counselor Recruitment and Retention, Citizen Recruitment, Technology, History, and any other special committees as needed.
5. Send a written request for any non-budgeted items over \$200 to the Department President and Department Finance Chairman.
6. Attend the National Girls State Conference along with the ALABGS Chairman or alternate with reimbursement for expenses as allowed in the ALABGS budget.
7. Prior to the session:
 - Meet with coordinators from Gruenhagen Conference Center and Assistant Director prior to session and confirm meeting rooms, equipment, Inaugural menu, etc. for the session.
 - Review and update mailings/ALABGS brochure for sponsors and schools, and for the "Wisconsin" publication according to the ALABGS Timetable; make necessary changes to daily schedule to present to the committee for approval at their fall meeting.
 - Orientations: Work with the ALABGS Chairman, Vice Chairman, Assistant Executive Director, Program Coordinator, and ALABGS Technology member to review and update the virtual orientation each year.
 - Work with the ALABGS Chairman, Vice Chairman, and Assistant Executive Director to select counselors and assign responsibilities.
 - Work with the ALABGS Chairman, Vice Chairman, and Assistant Executive Director to prepare a Counselor Manual for distribution in May.
 - Contact Department President, Chaplain, Americanism Chairman and Poppy Chairman regarding their duties.
 - Contact the Governor's office for a proclamation for ALABGS from our State Governor. (This could be done by Department Americanism Chairman.)
 - Make sure there is campaign material available and all supplies through Department have been ordered.
 - Have Girls Nation Senators prepare an article for Badger Tales.

- Prepare all handouts, i.e. Schools of Instruction, Career Speakers, thank you letters to counselors, Girls Nation Nominating Assemblies, etc.
 - Maintain correct and current information on the ALA and ALABGS websites.
8. During the Session:
- Has the authority to withhold citizen participation awards and scholarship application forms.
 - Present an appreciation gift to guest speakers during the session.
 - Serve as the principle spokesperson for ALABGS pertaining to disciplinary matters.
 - Contact Units, schools, and parents/guardians of delegates who do not attend.
 - Meet with Girls Nation Senators and go over necessary paperwork for registration.

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. Counselors traveling from out-of-state will be allowed actual mileage not to exceed that of the in-state counselor traveling the greatest distance.
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. Submit all allowable expenses incurred for this program as soon as possible after conclusion of the ALABGS session, but no later than September 15th.
4. If a chairman or committee member wishes to donate expenses, proper accounting of the costs of this program must be submitted as outlined in number two above to provide the Finance Committee a true accounting of the costs of the program.
5. Review this program by September 1st to determine if funds allocated for general expenses and/or awards meet the requirements or if adjustments should be made for the next fiscal year. Submit recommendations to the Department Executive Secretary-Treasurer and ALABGS Chairman.

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