

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

PROGRAM: Community Service

PURPOSE OF THIS CHAIRMANSHIP: To mobilize The American Legion Family, the veteran and military community, and the general population of the community to provide service directed to veterans, active duty service members, and their families.

TERM OF APPOINTMENT: One year

REPORTS TO: Department President, Central Division Chairman, National Chairman

RESPONSIBILITIES:

1. General knowledge of the Department Constitution and Bylaws, Standing Rules, the Redbook, and the Unit Handbook. Specific knowledge of these as they apply to this program.
2. Be familiar with the National website, especially as it pertains to this program.
3. Read and understand the National Programs Action Plan for this program.
4. Develop a department Program Engagement Plan for this program based on national guidelines.
5. Write articles for the *Wisconsin* publication and bi-monthly unit mailings as scheduled by Department Headquarters. Articles should highlight a unique idea or project, if possible, to inspire units and members to try something new to support the program.
6. Promote this program with all 12 District Presidents and the District Program Chairmen, if applicable. Send an email with the link to current Wisconsin Program Engagement Plan and related articles or bulletins to engage and involve district members in this program's activities.
7. Give program presentations at Unit, County and District meetings as requested.
8. Be prompt in response to Department Headquarters requests. Meet all deadlines.
9. Email is the preferred form of communication. Please have a current email address on file at Department that is checked regularly.
10. Be available and responsive to units and members program questions.
11. Reports: Prepare and submit the following:
 - Annual Reports and Contest Entries to the Central Division Chairman (if requested), National Chairman, Department President, Department Secretary and Department Historian. Include pictures.
 - Article for the Convention yearbook
 - Convention floor (Platform Remarks), if requested. Submit pictures for the PowerPoint presentation.
12. Attend Department Executive Board meetings at convention.
13. All chairmen must turn over all materials from their program to the incoming chairman at Convention unless other arrangements are made in advance.

SPECIFIC RESPONSIBILITIES FOR THIS PROGRAM:

1. Develop, implement, and monitor community service activities that aid veterans, active duty servicemembers and their families and encourage Units and the public to assist in this endeavor.
2. Develop, implement, and monitor community service activities that promote economic security for veterans, active duty servicemembers, their families, and the homeless veteran while encouraging Units and the public to assist in this endeavor.

3. Assist The American Legion in sponsoring job fairs to connect veterans and their families to employment opportunities.
4. Suggest Units adopt a deployed servicemember's family in the community
5. Encourage all Units to record their Community Service hours.
6. Encourage units to participate in national Community Service contests.
7. Develop department contests to support the national Programs Action Plan.
 - a. Establish judging criteria.
 - b. Develop judging sheet to be used at the unit, county and district levels. Obtain judges.
 - c. Obtain judges.
8. Notify Department Headquarters of any awards, contest citations, checks or plaques needed.
9. March is Community Service month. Write and email an article or bulletin to all 12 District Community Service Chairmen in February so they can promote the program during Community Service month.

FINANCE AND BUDGET:

Budget for Fiscal Year Ending 5/31/2024: \$25.00

1. 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.
2. Submit all allowable expenses incurred for this program by May 15th.
3. If a chairman 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.
4. Review this program by March 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 recommendation to the Department Executive Secretary-Treasurer.

MEASUREMENTS FOR SUCCESS:

- Participation in variety of programs, especially those related to Veterans, Active Duty Military and their families
- Increase in number of Units participating in contests
- Increase in number of Units participating in projects
- 100% Unit Reporting