

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

PROGRAM: Membership

PURPOSE OF THIS CHAIRMANSHIP: To conduct ongoing recruiting to ensure the future growth and prosperity of the organization. To encourage Unit members to work diligently to publicize and promote the benefits, objectives and activities of the Auxiliary and seek out those eligible individuals within the community who might be interested in membership and active involvement in the Unit.

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 Program Engagement Plan for this program.
4. Develop a department Program Engagement Plan for this program based on national guidelines; include ideas to increase membership, dates of incentives, awards, etc.
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. Email updates to District Presidents and District Membership Chairmen with national information and standings on a regular basis. Responsibilities can be divided among Membership Committee members.
7. Give program presentations at Unit, County and District and Department 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 as called and at Department 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. Work with Department President on Membership theme. Have program developed prior to National Membership Meeting in May.
2. Attend National Membership Meeting.
3. Consult with the Department President to plan the Membership presentation for the annual District Presidents/Membership orientation, including materials to distribute. Record District membership wagers if they are made during the orientation. This orientation is usually held in early June.
4. Present Membership program to the DEC following Department Convention.
5. Work closely with District Membership Chairmen to assist units in attaining membership goals.
6. Read and thoroughly understand the unit revitalization guide (available on the national website).
7. Respond to requests for assistance from units experiencing membership difficulties.
8. Include all Membership Committee Members in Unit Development & Revitalization efforts.
9. Work with The American Legion Department Membership Chairman whenever possible.
10. Develop, prepare, and distribute membership citations for Units meeting Department Goals. Contact Department Headquarters if assistance is needed.
11. Encourage units and individual members to participate in National awards.
12. Coordinate District Presidents Membership Recognition Program held annually at the Department Convention in conjunction with the Past Presidents Parley Honored PDP Recognition Program.
 - Prepare invitations for Department Officers, District Presidents, and District Membership Chairmen.
 - Plan the program for the Membership Recognition Program.
 - Settle the wagers made during the District Presidents/Membership Orientation, if any.
13. The Membership and Leadership committees should work closely as a team to identify the real needs of a unit. Is the core problem conflict management, lack of leadership, or a need for revitalization?

FINANCE AND BUDGET:**Budget for Fiscal Year Ending 5/31/2024:**

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:

- Achieve Department membership goal as set by National Organization
- Charter new Units
- Units revitalized thus becoming active and productive in the organization
- Retention of current members and recruitment of new members
- Increased number of units, counties and districts reaching and exceeding 100% goal
- Increased number of awards for new members