

# AMERICAN LEGION AUXILIARY, DEPARTMENT OF WISCONSIN DUTIES AND RESPONSIBILITIES -- DISTRICT PRESIDENT

(Updated October 2023)

1. As an elected District President, you are a member of the Department Executive Committee with both voice and vote. This role is extremely important and should be considered as such. Most of the meetings are held virtually by Zoom and District Presidents are expected to participate and indicate their intention to attend prior to the meeting. Be aware of, and informed on, issues coming before the Executive Committee that will require your vote including:
  - Department annual budget, including raises, pension, and benefits for the Department Executive Secretary and staff)
  - Requests by members for fundraisers at the department level
  - Contributions to Camp American Legion and all VA Hospitals and Outreach Facilities
  - Allocations for national convention expense reimbursements
  - Ratification of replacement officers, hospital reps and deputies, etc. as the need arises; and
  - Other items that may be brought to the attention of the Department Executive Committee
2. Required to vote on the cancellation of unit charters. If the units are from your district, you will speak regarding the cancellation(s) and what efforts you have personally made to save the unit(s), your recommendation to cancel the charter or continue to attempt to save the unit(s). See Department Standing Rules under Disbanding a Unit for details.

**NOTE: District Presidents must complete the Unit Recommended for Charter Cancellation form and turn it in to the Department Secretary for consideration at the American Legion Midwinter Conference.**
3. District Officers should be a District President, one or more Vice Presidents, Secretary-Treasurer, Historian, Chaplain, Parliamentarian (*Past District or Department Presidents are recommended*), Sergeant-at-Arms and Assistant Sergeant-at-Arms. These additional officers may be elected or appointed. Review District Constitution and Bylaws for final determination.
4. A District President shall appoint committee chairs as appropriate for the district. Officers may be asked to assume a chairmanship in addition to their duties as a district officer.
  - Required to appoint District Veterans Affairs & Rehabilitation (VA&R) and Children & Youth (C&Y) committee chairs.
  - Recommended that the First Vice President also serve as the Membership Chairman.
  - A District Officer form listing all district officers and chairmen must be sent to department headquarters annually by June 1 prior to Department Convention and updated as necessary as changes occur.
5. Work closely and share responsibility with the District Membership Chairman for the membership of the district. It is not a one-person job. Membership requires many helping hands and many willing hearts. You are encouraged to invite District County Presidents to join your District Membership Team)
6. Contact all County Presidents as soon as possible after taking office to establish a rapport and perhaps arrange to attend a county meeting during the two-year term of office.
7. Attend unit and county functions upon invitation. If no invitation is extended, schedule a visit with the unit or county at a time convenient for all. It would be good to establish a goal of attending at least one unit meeting of all units in the district during the two-year term of office.
8. Expected to attend the Department Leadership & Membership Orientation (DLMO) along with the District Membership Chairman. This orientation is generally held at Department Headquarters in early June. Notification of time, place, and date will be sent from Department Headquarters.

9. Register and attend at least one ALA in the Know conference and share the information through the district's monthly newsletter or at the district conference. Encourage members within the district to attend a conference as well to learn more about the ALA mission and programs.
10. Encouraged to attend the Department President's testimonial each year. It is a show of support to that individual's efforts on behalf of the Department. If possible, attend the Department Commander's testimonial and major events sponsored by the Sons of the American Legion and American Legion Rider as well. We need to work together for the American Legion Family and keep reaching our hand across the aisle to show our willingness to achieve harmony.
11. Develop a monthly ALA district newsletter or bulletin to serve as an aid to unit and county presidents within the district. Include relevant county/unit updates, as applicable. In some districts, communication is a joint effort with The American Legion. Email a copy of the newsletter/bulletin by the 10<sup>th</sup> of each month to the Department President, all Department Officers, Department Secretary, Department PR Chairman, and the other 11 District Presidents. Ongoing communication is a key to success.
12. Familiarize yourself with the Department Constitution, Bylaws and Standing Rules, especially those sections that apply to District administration.
13. Know the District Bylaws and Standing Rules intimately. Ensure all governing documents are current and updated in a timely manner. If reimbursements are allowed for expenses, turn them in periodically, not at the end of the year.
14. Possess the following resources:
  - Roberts Rules of Order (most recent version #12 – updated every 10 years)
  - Department Red Book
  - Manual of Ceremonies
  - Junior Activities Handbook
  - Unit Guide Book
  - National Policies and Procedures
  - District Constitution & Bylaws and District Standing Rules (ensure they are current)
  - District meeting minutes and treasurer's reports, including the district budget. (*Keep in a briefcase or special bag and pass along to the incoming District President.*)
  - Online versions of resources are readily available, current and sharable. If no on-line access, printed copies are recommended for easy reference. Save old copies of resources to pass on to successor.
15. Per Department Bylaws, Article IV, District Organization, Section 3, "The District President shall call at least one conference a year. The District President is required to notify Department Headquarters of the date, place and time. The Department President or a department representative shall be invited to attend." Use the official 'Request for Visit' form to invite the Department President. As a courtesy to the Department President, the conference should be scheduled around his/her availability as too many district conferences are often held on the same date. Department Headquarters will publish the information provided in the unit mailing and *Wisconsin* publication.
16. Plan an exciting and interesting Spring (Fall) Conference. Work with your officers and chairmen and the local committee on arrangements.
17. Try to attend other District Conferences, as they are a great learning experience and also help to solidify your relationship with your peer group.
18. If the Department President is from your district, it is your responsibility to contact all the other District Presidents for a collection for a gift at the time of the President's testimonial. **(Recommended that this not exceed \$20 per person. Consideration needs to be given to a donation to a favorite program or charity in lieu of a personal gift).** You might wish to consider a gift from your District also. Approval would be needed for this item unless you have it in your district budget.

19. Pay close attention to your District Officers and outstanding members during the year and make recommendations to the Department Senior Vice President by November 1<sup>st</sup> for consideration of a Department appointments.

## DEPARTMENT CONVENTION

1. Need a recent picture (.jpg format) around May 1<sup>st</sup> for the Convention Yearbook and the *Wisconsin* when your year-end report is printed.
2. It is your responsibility to arrange for two color bearers and district page(s) prior to convention. District pages should pick up any district materials or unit entries from your district so they are not destroyed.
3. The District Presidents are expected to attend a Joint Executive Committee Luncheon with The American Legion and SAL on Thursday of Department Convention. Invitations will be issued by the hosting organization and District Presidents should RSVP in a timely manner.
4. The District Presidents usually have a Recognition Reception on Thursday afternoon or evening at convention. Specific details are coordinated by the Membership Chairman with the approval of the Department President.
5. Incoming District Presidents are encouraged to attend the Department Executive Committee meeting held prior to the annual Department Convention. No expenses are approved for this meeting.
6. At the Department Executive Committee meeting prior to Department Convention, District Presidents will be required to vote on the cancellation of unit charters. If the units are from your district, you will speak regarding the cancellation(s) and what efforts you have personally made to save the unit(s), your recommendation to cancel the charter or continue to attempt to revitalize the unit(s). (See Department Standing Rules under Disbanding a Unit).  
**NOTE: District Presidents must complete the Unit Recommended for Charter Cancellation form and turn it in to the Department Secretary for consideration at the pre-convention DEC meeting.**
7. Expected to participate in the joint American Legion and Auxiliary Memorial Service on Sunday morning at the Department Convention. Please read all mail pertaining to convention activities for required dress; navy colored suits and white gloves are traditionally required. **This requirement is for both years of your term as District President. The first obligation is the year after you are installed as District President, not the year after your election at District Conference.**
8. Required to be in the installation ceremony at Department convention. Please note any dress requirements by the incoming Department President and abide by her wishes. A receiving line will be held during convention for congratulations from family and friends.
9. A brief Department Executive Committee (DEC) meeting will be held following adjournment of the Department Convention. District Presidents are voting members at this meeting and are expected to participate. The DEC will be required to ratify the President's appointments of chairmen for the coming year, will be given information about the National Convention, and any other topics that the Department President has on the agenda.

## **NATIONAL CONVENTION**

1. District Presidents shall be delegates to the National Convention if sufficient delegate positions are available. A District President who cannot attend the Convention forgoes representation for the district. There will be no designated alternates. Refer to the Department Bylaws for the priority in which district presidents are selected as delegates to National Convention.
2. Delegates to National Convention shall be assigned to attend pre-convention meeting(s) for National Convention and shall submit a report to the Department Secretary.
3. Delegates to National Convention are required to attend all sessions, including the Constitution & Bylaws session on Saturday and the installation of the national officers, which includes the installation of our new Department President. *Bylaws, Article III, Section 3 - All delegates to the National Convention must attend all sessions of the Convention unless illness prevents. Should this occur, the delegate not in attendance must file in writing with the delegation secretary the reason for her absence. It shall be the duty of the delegation secretary to see that roll is taken at each session and missing members held to account. An absent delegate must forfeit 10% of the expenses being paid by the Department for each missed session.*
4. Delegates to National Convention receive a stipend, as determined annually by the Finance Committee.

*Enjoy your two years as District President.  
It is the best time and the greatest service we can provide.*