

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

**PROGRAM:** Finance Committee Chairman

**PURPOSE:** To provide financial oversight of the expenditures of the department, determine department needs and provide ongoing stability of finances to keep the department solvent.

**TERM OF APPOINTMENT:** One year

**REPORTS TO:** Department President

### **RESPONSIBILITIES:**

1. General knowledge of the Department Constitution and Bylaws, Standing Rules and the Redbook as a whole. Specific knowledge of these as they apply to this program.
2. Responsible for reviewing nine annual department budgets and the ALABGS annual budget for presentation to the Department Executive Committee board for approval.
3. Oversee the investment portfolio.
4. Check on all bills pertaining to the funds of the Department, review monthly credit card statements, and year-to-date budget information.
5. Determine mileage, housing and per diem for officers and committee members on official call.
6. Determine allowed expenses for delegates to the National convention.
7. Decide on equipment needs as presented by the Office Policy Chairman and authorize appropriate purchases.
8. Make decisions on routine financial matters.
9. Receive and review monthly bank statements.
10. Determine an investment strategy/policy for the Department.
11. Meet periodically with bankers, brokers and investment counselor to determine strategy for investments.
12. In collaboration with the Office Policy Chairman, provide for annual salary and pension review for staff and recommend adjustments.
13. Provide oversight to officers, chairmen and committees for the financial aspects of their programs.
14. Serve as a liaison to the American Legion Auxiliary Badger Girls State (ALABGS) Committee.
15. Serve as a liaison to the WALA Bowling Association, Inc.
16. Review requests for Homeless Women Veterans Grants and Veterans and Family Emergency Grants.
17. Give program presentations as requested at the Unit, County and District meetings.
18. Be prompt in response to Department Headquarters requests. Meet all deadlines.
19. Prepare for and conduct the Pre-Convention Finance Meeting, if one is held.

20. Reporting:
  - Review annual audit prepared by an outside auditing firm that reflects the results of the year.
  - Report to the Department Executive Committee to review/approve the ALABGS Budget and the department budgets.
  - Report to general members at the annual convention.
  - Review and forward to committee members the monthly financial report, prepared by the Department Executive Secretary
21. Attend Department Executive Board meetings to which you are called-in.
22. All chairmen must turn over all materials from their program to the incoming chairman at Convention unless other arrangements are made in advance.

**ESSENTIAL KNOWLEDGE AND SPECIALIZED SKILLS REQUIREMENTS:**

1. Fundamental respect and understanding of the organization, its goals and purpose.
2. Ability to work for the good of the organization, not just for today but for the future.
3. Working knowledge of business in general, so as to be fair in dealing with staff, particularly as it relates to salary, pensions and benefits.
4. In-depth knowledge of accounting methods.
5. Knowledge of investment strategy.
6. Student of parliamentary procedure as defined in *Roberts Rules of Order, Newly Revised*.

**FINANCE AND BUDGET:**

**Program Budget for Fiscal Year Ending 5/31/2024: \$50.00**

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 15<sup>th</sup>.
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 1<sup>st</sup> 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:**

- Sound investment policy, which allows for both stability and growth.
- Annually, income that exceeds expenses.
- Receive a clean report from the outside auditors.