

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

PROGRAM: Chaplain / Music Chairman

PURPOSE OF THIS CHAIRMANSHIP: To develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate, and mentor members of all ages and at all levels of the organization.

REPORTS TO: Department President

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.
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:
 - a. Annual Reports and Contest Entries to the Central Division Chairman (if requested), National Chairman, Department President, Department Secretary and Department Historian. Include pictures.
 - b. Article for the Convention yearbook
 - c. Convention floor (Platform Remarks), if requested. Submit pictures for the PowerPoint presentation.
12. Attend all Department Executive Board meetings.
13. All chairmen must turn over all materials from their program to the incoming chairman at Convention unless other arrangements are made in advance.
14. Promote the use of music at unit meetings.

SPECIFIC RESPONSIBILITIES FOR THIS PROGRAM:

1. Prepare and pronounce (read) the Invocation and Benediction at Department meetings, including DEC, and Department Convention Sessions, and as requested by the Department President.
2. Plan and participate with the Department Legion Chaplain in the Memorial Service held at Department Convention.

3. Create a Prayer book for the Department President and present it to her at Department Convention. Request Unit, Junior, County and District Chaplains and members to submit prayers for inclusion in the Prayer Book.
4. Conduct workshops around the state, upon request.
5. Keep in mind the importance of God and Country and pass on importance to Auxiliary members.
6. Promote the use of the Red Book and Unit Handbook
7. Promote the Unit Constitution & Bylaws as a necessary tool for members.
8. Encourage members to utilize the Department and National websites.
9. Write and email an article or bulletin to all 12 District Chaplains promoting this program.

FINANCE AND BUDGET:

Budget for Fiscal Year Ending 5/31/2024: \$125.00

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:

- Increase in number of units sending in prayers for the Department Presidents Prayer Book
- Increase in number of units reporting using music as part of their meetings
- 100% Unit Reporting