

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

**PROGRAM:** American Legion Auxiliary Badger Girls State (ALABGS) Committee Assistant Executive Director

**TERM OF APPOINTMENT:** Three-year term on ALABGS Committee; annual appointment as Assistant Executive Director

**REPORTS TO:** ALABGS Executive Director, ALABGS Chairman

## **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. Thorough knowledge of the ALABGS program.
3. Give program presentations as requested at the Unit, County and District meetings.
4. Be prompt in response to Department Headquarters requests. Meet all deadlines.
5. The Assistant Executive Director must turn over all materials from this program to the incoming Assistant Executive Director at the end of her appointment.

## **PROGRAM RESPONSIBILITIES:**

1. Is a member of the ALABGS Committee.
2. Work closely with the Executive Director throughout the year, attend all planning meetings, and assist the Executive Director with her duties during the working session.
3. Discharge the duties of the Executive Director in the absence or disability of the Executive Director.
4. Prior to the session:
  - Is the liaison with the session site coordinator. This includes arranging for all meeting rooms and Interest Groups, AV equipment, equipment and supplies for Badger Tales and the ALABGS office, room layouts, etc. for the session.
  - Responsible for arranging for the meetings at the host site which she and the Executive Director attend to make final arrangements.
  - Orientations: Work with the ALABGS Vice Chairman, Executive Director, Assistant Executive Director, Program Coordinator, and ALABGS Technology member to review and update the virtual orientation each year.
  - Work with the Executive Director to plan the week's program for presentation and approval of the ALABGS Committee. This includes updates of the Citizens Manual as well as arranging for printing and delivery of the manuals.
  - Along with the Executive Director, is responsible for preparing citizen dorm room assignment lists indicating city, county, political party, assembly and senatorial district.
5. After each session, attend a meeting of ALABGS Department Heads to fully evaluate the session.

## **SCHOLARSHIPS:**

1. American Legion Auxiliary ALA Badger Girls State offers scholarships. The number and dollar amount awarded each year is determined at the fall meeting of the committee. Application information is emailed to each citizen who completed the immediate past session in January or February.
2. ALABGS also administers the National Samsung Scholarship. Applications are submitted during the ALABGS session in Oshkosh. The winning application is forwarded to the National Headquarters of The American Legion for further judging.

**FINANCE AND BUDGET:**

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 as soon as possible after conclusion of the ALABGS session, but no later than September 15<sup>th</sup>.
3. If a chairman or committee member 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 September 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 recommendations to the Department Executive Secretary-Treasurer and ALABGS Chairman.

**PURPOSE:** Members of the American Legion Auxiliary have structured the Girls State program in order to meet the following objectives:

1. To develop leadership and pride in American citizens.
2. To educate citizens about our system of government.
3. To instill a greater understanding of American traditions.
4. To stimulate a desire to maintain our democratic government processes.

**ESSENTIAL KNOWLEDGE AND SPECIALIZED SKILLS REQUIREMENTS:**

1. Must have the experience of being on staff at ALABGS.
2. Ability to communicate verbally and in writing.

**MEASUREMENTS FOR SUCCESS:**

1. Evaluations sheets from citizens and staff
2. Press releases
3. Letters following session from citizens
4. Applications for scholarships
5. Applications from citizens to be on staff
6. Orientations