

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

PROGRAM: Leadership Committee Member

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

TERM OF APPOINTMENT: One year

REPORTS TO: Department President, Leadership 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. Give program presentations at Unit, County and District meetings as directed by the Chairman.
5. Be prompt in response to Department Headquarters requests.
6. Email is the preferred form of communication. Please have a current email address on file at Department that is checked regularly.
7. Be available and responsive to units and members program questions.
8. Assist the Chairman in preparing the Annual Report to the National Division Chairman, National Chairman, Department President, Department Secretary and Department Historian (if requested)

SPECIFIC RESPONSIBILITIES FOR THIS PROGRAM:

1. Assist the Chairman in conducting workshops around the state.
2. Encourage members to purchase the Leadership Booklet.
3. Teach the history of the American Legion Auxiliary to all members.
4. Encourage units to teach the programs of the American Legion Auxiliary and match members' interests with the programs.
5. Teach the basics of protocol, parliamentary rules, meeting procedures, and encourage a spirit of cooperation and goodwill among all members.
6. Establish a mentoring program, utilizing the senior members' knowledge and experiences with younger members.
7. Encourage updating program activities so younger eligible people will want to join.
8. Promote the Senior and Junior Leadership Courses on the national website.
9. Promote the use of the Red Book and Unit Handbook.
10. Promote the Unit Constitution, Bylaws, and Standing Rules as necessary tools for members and the unit.
11. Encourage members to utilize the Department and National websites.

FINANCE AND BUDGET:

1. An itemized bill is required for any and all expenses to be reimbursed by department, if directed by the Chairman. Submit all allowable expenses incurred for this program by May 15th.
2. If a 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.

MEASUREMENTS FOR SUCCESS:

- Increase in number of members attending workshops
- Increase in number of members taking the National Leadership Courses
- 100% Unit Reporting