

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

PROGRAM: VA&R Service to Veterans

TERM OF APPOINTMENT: One year

REPORTS TO: VA&R Chairman, Department President, Central Division Chairman, National Chairman

PURPOSE OF THIS CHAIRMANSHIP: To initiate sponsors and participate in programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives physically, mentally, socially, and vocationally.

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

SPECIFIC RESPONSIBILITIES FOR THIS PROGRAM:

1. Educate Auxiliary members about opportunities available through Veteran Affairs Medical Centers/Clinics, Service to Veterans volunteering.
2. Promote volunteer opportunities on Department and Unit websites, newsletters and other types of communication.
3. Emphasize methods of recruiting, retaining, motivating and recognizing volunteers.
4. Promote veteran-related outreach volunteer opportunities for members living in rural communities with no access to VA facilities.
5. Encourage recruitment and retention of Senior and Junior volunteers in all aspects of the VA&R Program.
6. Work with all VA&R Committee members. Ensure chairmen track and report volunteer hours within their respective areas of responsibility to Department Headquarters, as necessary.

Revised September 2023

FINANCE AND BUDGET:**Budget for Fiscal Year Ending 5/31/2024: Included in VA&R Program Budget of \$500.00**

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:

1. Retaining and adding volunteers.
2. Increased number of veterans served.
3. 100% reporting.