

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

PROGRAM: Americanism

PURPOSE OF THIS CHAIRMANSHIP: To inspire, recognize, and perpetuate responsible citizenship through education and acts of patriotism, in order to raise awareness and increase appreciation of the price paid for our fundamental freedoms.

TERM OF APPOINTMENT: One year (*also an automatic member of ALABGS Committee*)

REPORTS TO: Department President, Central Division Chairman, National Chairman

DEADLINES/IMPORTANT DATES

March 15th: Receive winning Americanism Essays from units

April 15th: Submit winning essays to National Central Division Chairman

May 15th: Submit Department Chairman report to National Committee

June 1st: Submit Most Outstanding Unit Americanism Program to National Central Division 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. 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. Be prompt in response to Department Headquarters requests. Meet all deadlines.
8. Email is the preferred form of communication. Please have a current email address on file at Department that is checked regularly.
9. Be available and responsive to units and members' program questions.
10. 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.
11. Attend Department Executive Board meeting at convention.
12. 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. Promote the ALA's value of Americanism through community education about flag etiquette and respect by demonstrating leadership in support of our country and our military.
2. Promote community awareness of yellow ribbon reintegration programs (reintegrating troops back to the community), deployment of troops and welcome-home ceremonies.
3. Encourage observing patriotic holidays.
4. Encourage units to donate flags to local schools.
5. Encourage flying the flag every day but especially on patriotic holidays.
6. Be knowledgeable on flag history, etiquette and proper disposal.
7. Encourage members to participate in the Pocket Flag project by providing flags for deploying troops.
8. Encourage members to participate in the "Get Out the Vote" and "Kids Voting USA" campaigns.
9. Encourage members to support the amendment to protect the United States flag from desecration.
10. Increase awareness and participation in youth activities that support proper respect for our flag and loyalty to our country.
11. Promote participation in the Americanism Essay Contest.
 - a. Establish judging criteria.
 - b. Develop judging sheet to be used at the unit, county and district levels.
 - c. Obtain judges.
 - d. Notify Department Headquarters of any awards, contest citations, checks or plaques needed.
12. Encourage Units to apply for the Dorothy Pearl Plaque award for the unit with the most outstanding Americanism program.
13. Encourage Units to apply for the Junior Americanism Plaque award for the junior group with the most outstanding Americanism program.
14. Promote Auxiliary participation in The American Legion Americanism programs, such as Oratorical Contest, Junior Shooting Sports, American Legion Baseball, and Scouting.
15. February is Americanism month. Write and email an article or bulletin to all 12 District Americanism Chairmen in January so they can promote the program during Americanism month.

RESPONSIBILITIES AT AMERICAN LEGION AUXILIARY BADGER GIRLS STATE (ALABGS):

1. Write an Americanism article for the first issue of Badger Tales for ALA Badger Girls State session in June. Work with ALABGS Chairman for further clarification of responsibilities during the ALABGS session.
2. Place Americanism displays in Gruenhagen Conference Center using material that is stored at Gruenhagen, or bring your own materials. Check with the previous chairman to see what she presented. Remove displays on last day of session and see that material is packed up and put back in storage, or if it is yours take it home.
3. Flag proclamation: Only when June 14th Flag Day is during the session. Check with the staff in Badger Tales for master. See that every city counselor has her mayor sign the proclamation and then return to Badger Tales so it can be printed in the newspaper.
4. Opening Convocation (Sunday): The Chairman of ALABGS is in charge of arrangements for this program. The Americanism Chairman leads the entire assembly in the Pledge of Allegiance. Give directions for proper recitation of the Pledge of Allegiance before beginning. Stress "hands empty", place right hand over your heart and say "one nation under God" without pause after the word nation. Junior Assistants will carry the flags for the processional and the retirement of the colors. The ALABGS and UW-Oshkosh colors will remain posted. You are in charge of the processional assisted by other counselors on staff to be appointed. Practice on Saturday.

FINANCE AND BUDGET:**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 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:

- Participation in variety of programs, especially those related to Veterans, Active Duty Military and their families
- Increase in number of units participating in flag education programs
- Increase in number of students participating in the Americanism Essay Contest
- Increase in number of contest applicants
- Increase in number of junior members participating in Americanism programs
- 100% Unit Reporting