

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

PROGRAM: Education

PURPOSE OF THIS CHAIRMANSHIP: To promote quality education for children and adults through classroom activities, literacy programs, scholarship promotion, and support of education beyond high school, especially for military children.

TERM OF APPOINTMENT: One year

REPORTS TO: Department President, Central Division Chairman, National 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. 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 meeting 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. Promote literacy programs for youth and adults.
2. Encourage Units to partner with their Post to present "Veterans in the Classroom" programs
3. Promote the "Give 10 to Education" program: Units can contribute supplies to classrooms in their community, with emphasis on military children
4. Recommend Units participate in American Education Week in November
5. Review and update all scholarship forms and eligibility requirements. Publicize rules and deadlines.

6. Encourage applications for the Department and National scholarships
7. Encourage units to sponsor their own scholarships.
8. Contact the Past Presidents' Parley Chairman for the purpose of evaluating the portion of the scholarship program funded by the Past Presidents' Parley. Notify Past Presidents' Parley Chairman of Nursing and Healthcare Scholarship winners prior to publishing list.
9. Obtain Judges for Scholarships.
10. Prepare spreadsheets with judging criteria to be used for judging applications. Meet with the judges to choose the winners of the National and Department Scholarships.
11. Forward the applications of Wisconsin's nominees for National Scholarships to the Department Secretary for processing and to ensure delivery to the Central Division Education Chairman by April 1st. National scholarships include the National President's Children of Warriors, National Non-Traditional Student, National Junior Member Loyalty, and the National Spirit of Youth scholarships.
12. Forward winning applications for the department scholarships, plus one runner-up for each scholarship category, to the Department Secretary to be processed as soon as selections are completed.
13. Deliver all non-winning applications to Department Headquarters at a convenient time, possibly at department convention, to minimize postage expenses. All scholarship applications are placed on file for one year.
14. Promote the M. Louise Wilson Educational Loan Fund to aid women veterans and female members of the Wisconsin American Legion Auxiliary to attain a higher education.
15. Notify Department Headquarters of any awards, contest citations, checks or plaques needed.
16. October is Education month. Write and email an article or bulletin to all 12 District Education Chairmen in September so they can promote the program during Education month.

FINANCE AND BUDGET:

Education Chairman's Budget for Fiscal Year Ending 5/31/2024: \$50.00

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

- Participation in variety of programs, especially those related to Veterans, Military and their families
- Increase in number of scholarship applications submitted
- Increase in number of units participating in education programs
- 100% Unit Reporting