

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

**PROGRAM:** Past Presidents Parley

**TERM OF APPOINTMENT:** One year, Automatic per Red Book

**REPORTS TO:** Department President

**PURPOSE OF THIS CHAIRMANSHIP:** To utilize past Auxiliary presidents as ambassadors for the organization to ensure a strong future for the Auxiliary.

### **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. Develop a Program Engagement Plan for this program.
3. 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.
4. Give program presentations at Unit, County and District meetings as requested.
5. Be prompt in response to Department Headquarters requests. Meet all deadlines.
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. Reports: Prepare and submit the following:
  - a. Annual Reports and Contest Entries to the Department President, Department Secretary and Department Historian. Include pictures.
  - b. Article for the Convention yearbook
  - c. Convention floor (Platform Remarks), if requested. Submit pictures for the PowerPoint presentation.
9. Attend Department Executive Board meeting at convention.
10. All chairmen must turn over all materials from their program to the incoming chairman at Convention unless other arrangements are made in advance. No expenses will be reimbursed for attendance at the convention unless the materials have been turned over.

### **SPECIFIC RESPONSIBILITIES FOR THIS PROGRAM**

1. Must be a Past Department President.
2. Raise awareness for the Nursing and Healthcare scholarships and encourage fundraising efforts for the scholarships.
3. Promote Mentor of the Year Award and select winner. Notify Department Executive Secretary upon selection so member can be invited to Department Convention.
4. Conduct a Past Department President's Memorial Service at Department Convention, if necessary. Coordinate service with the Department President and Department Chaplain.
5. Present of a set of desk flags to the outgoing Department President at the time she is given her Past President's pin during the installation ceremony at Convention.

6. Honored Past Department President at Department Convention:
  - a. Contact Honored PDP for her preferred choice of person to give her tribute.
  - b. Contact person chosen to give her tribute in advance to allow time for preparation.
  - c. Provide copy of Honored PDP's bio to Department Secretary by mid-April to be included in May Unit mailing and *Wisconsin* publication prior to Department Convention.
  - d. Present Honored PDP with plaque on Convention floor.
8. Annual PPP Meeting held at the Department Convention:
  - a. Prepare PPP meeting agenda.
  - b. Notify PPP Chairman Appointee of her duties as Secretary at the annual meeting.
  - c. Obtain finance report from the Department Bookkeeper for presentation at meeting.
  - d. Preside over meeting.
  - e. Submit a copy of PPP meeting minutes to Department Secretary as soon after department convention as possible for any needed action.
9. Recognition Reception at Convention:
  - a. Work with Department Secretary and Department Membership Chairman to plan reception.
  - b. Prepare program script for reception to introduce presenter and honored guest.
  - c. Obtain a list of guests for introductions.
10. Retain records of Parley membership. Complete annual membership cards as membership information is received from Department Headquarters. Return membership cards to Units.
11. Maintain Cavalcade of Memories Cabinets located at Department Headquarters.
  - a. Maintain accompanying book to cabinets.
  - b. Clean the cabinets yearly.
  - c. Request an ornament for the Presidents' Christmas Tree and one small memento from Department President to be added to the Cavalcade of Memories cabinet at the end of her term.
12. November is Past Presidents Parley month. Email an article or bulletin to all 12 District Past Presidents Parley Chairmen in October so they can promote the program during Past Presidents Parley month.

#### **FINANCE AND BUDGET:**

##### **Budget for Fiscal Year Ending 5/31/2024: \$200.00**

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 15<sup>th</sup>.
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 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 recommendation to the Department Executive Secretary-Treasurer.

#### **MEASUREMENTS FOR SUCCESS:**

- Increased number of Parley memberships
- Increased number of Scholarship applications received
- Increased number of nominations for Mentor of the Year award
- Increased donations to Scholarship Fund
- 100% Unit Reporting