

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

**PROGRAM:** Public Relations Committee Member

**TERM OF APPOINTMENT:** One year

**REPORTS TO:** Department President, Public Relations 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 and Department Program Engagement Plans 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. Reports: If requested, assist Chairman in preparing and submitting Annual Reports and Contest Entries to the Central Division Chairman, National Chairman, Department President, Department Secretary and Department Historian. Include pictures.
9. All chairmen and committee members must turn over all materials from their program to their successors at the Pre-Convention DEC meeting unless the Department President has approved prior arrangements.

## **FINANCE AND BUDGET:**

1. An itemized bill is required for any and all expenses to be reimbursed by Department. Submit all allowable expenses incurred for this program by May 15<sup>th</sup>.
2. If a chairman or 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.

**PURPOSE OF THIS COMMITTEE:** To compile a photographic record of the Department President's year by preparing the Department President's memory album.

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

1. Assist Chairman in promoting a positive image of the American Legion Auxiliary, its mission and goals, through a variety of materials and resources available to Units online.
2. Assist Chairman in promoting the use of social networking sites such as Facebook and Twitter to promote unit events.
3. Encourage units to work with the media to promote Auxiliary programs.
4. Encourage members to take pictures at all possible Auxiliary functions and assemble into an album for presentation to the Department President at state convention. Include labels where photos were taken and who is pictured.

## **MEASUREMENTS FOR SUCCESS:**

- Increase in number of photographs submitted for Department Presidents Memory Album.