

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

PROGRAM: Junior Activities Chairman and Vice Chairman

PURPOSE OF THIS CHAIRMANSHIP: To interest eligible young women (under the age of 18) in adult membership through positive experiences of mission-based volunteer opportunities that instill the ideals of the organization.

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. Work together to implement all phases of the program.
2. Have in your possession and use the Junior Activities Chairman Guide, Junior Activities Handbook, Junior Leadership Course, Junior Patch Program information by Level.
3. Plan one or more Junior Fall and Spring Conference/Meetings with the approval of the Department President. Prepare and publish agenda with registration.
4. Encourage Junior members to observe proper protocol for meetings and elections.
5. Encourage Junior members to take the Junior Leadership Course.

6. Encourage Junior members to participate in service projects that serve our military, veterans and their families.
7. Encourage Junior members to promote the National President's Scholarship.
8. Encourage Junior members to participate in the Patch Program.
9. Empower Junior members to use technology to promote Auxiliary programs.
10. Encourage applications for Junior Member of the Year.
11. Know rules and deadlines for National contests.
12. Publicize rules and deadlines for Department contests as requested by Department.
13. Obtain Judges for any contests. If applicable, establish judging criteria for any contests and develop judging sheets to be used at the Unit/District levels.
14. Notify Department Headquarters of any awards, contest citations, checks or plaques needed.
15. September is Junior Activities month. Write and email an article or bulletin to all 12 District Junior Activities Chairmen in August so they can promote the program during Americanism month.

FINANCE AND BUDGET:

Budget for Fiscal Year Ending 5/31/2024: \$2,500.00

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, Active Duty Military and their families
- Increase in number of units reporting active juniors
- Increase in number of Juniors earning Patch Awards
- Increase in number of Junior members attending meetings and conferences
- Increase in number of contest applicants
- Increase in number of Junior members applying for Auxiliary scholarships
- 100% Unit Reporting