

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

PROGRAM: Children & Youth

PURPOSE OF THIS CHAIRMANSHIP: To work collaboratively with The American Legion to direct and sponsor programs and services that provide care and protection for our nation's children, especially those of our military and veterans.

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. Develop, implement and monitor programs and activities that contribute to the physical, mental and emotional health and wellness of children and youth of military families.
2. Support the implementation of Children & Youth programs of The American Legion.
3. Visit www.legion.org/youth/publications for information on programs that promote child safety: Gateway Drugs, Suicide Warning Signs, Halloween Safety and Missing Children.
4. Promote activities for "April is Children & Youth Month".
5. Encourage participation in the program ALA KIDDS—Kids in Danger of Depression and Suicide.
6. Encourage units to work with the Big Brothers/Big Sisters and Boys and Girls Clubs of America.
7. Promote participation in Operation Military Kids.

8. Recognize and reward youth for positive actions through the Youth Hero and Good Deed Awards.
9. Encourage donations to the Child Welfare Foundation.
10. Encourage units to participate in national Children & Youth contests.
11. Develop department contests to support the national Program Engagement Plan.
 - 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. April is Children & Youth month. Write and email an article or bulletin to all 12 District Children & Youth Chairmen in March so they can promote the program during Children & Youth month.

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 benefitting military children
- Increase in Units reporting on Department and National programs
- Increase in Units nominating candidates for the Good Deed and Youth Hero Awards
- Increased Donations to Child Welfare Foundation
- Increased number of contest applicants
- 100% Unit Reporting