

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

PROGRAM: American Legion Auxiliary Badger Girls State (ALABGS) Committee Chairman

TERM OF APPOINTMENT: Three-year term on ALABGS Committee; annual appointment as Chairman

REPORTS TO: Department President, Central Division Chairman, National Chairman

RESPONSIBILITIES:

1. General knowledge of the Department Constitution and Bylaws, Standing Rules and Redbook as a whole. Specific knowledge of these as they apply to this program.
2. Read and understand the National Program Engagement Plan for this program.
3. Develop a department Program Engagement Plan for this program based on national guidelines.
4. Ensure rules and deadlines for National and Department Girls State scholarships are publicized by the Scholarship Sub-Committee Chairman.
5. Give program presentations as requested at the Unit, County and District meetings.
6. Be prompt in response to Department Headquarters requests. Meet all deadlines.
7. Responsible for policies and procedures adopted by the Committee.
8. 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.
9. 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.
10. Write articles for the *Wisconsin* publication and bi-monthly unit mailings as scheduled by Department Headquarters. Articles should motivate units and members to support the program by volunteering, sponsoring delegates, and financial donations.
11. Attend Department Executive Board meeting at convention.
12. All chairmen **MUST** turn over all materials from their program to the incoming chairman at Convention unless other arrangements are made in advance.

PROGRAM RESPONSIBILITIES:

1. Is a member of the ALABGS Committee.
2. Responsible for coordinating the ALABGS Committee meetings (date, time, location, call-ins, agenda, etc.). Preside at all meetings and have general supervision of the affairs of the Corporation.
3. During an annual fall meeting, appoint members to serve on the following sub-committees: Awards, Girls State and Samsung Scholarships, and Procedural Guidelines (Redbook, Brochure and Procedural Guidelines).
4. Attend the National Girls State Conference along with the ALABGS Executive Director and/or alternate with reimbursement for expenses as allowed in the ALABGS budget.
5. Is the principle spokesman for ALABGS, Inc. as it relates to the media.
6. Prior to the session:
 - Orientations: Work with the ALABGS Vice Chairman, Executive Director, Assistant Executive Director, Program Coordinator, and ALABGS Technology member to review and update the virtual orientation each year.
 - If possible, should be a counselor during the ALABGS session.
 - Extend invitations to the Wisconsin Constitutional Officers to attend the Inaugural at the ALA Badger Girls State session.
 - Work with Department staff to order plaques for ALABGS Governor and her high school. ALA and ALABGS flats are needed for the plaques.

- Work with Department staff to order small American flags for each of the seven State Constitutional Officers that will be presented during the Inaugural.
 - Purchase some type of leadership book for each of the Girls Nation Senators that will be presented at the Inaugural.
7. During the Session:
 - Perform such duties as requested by the Executive Director.
 - Plan and make all arrangements for Sunday's Opening Convocation, with assistance from the Executive Director. Contact official from Oshkosh area to give "Oath of Citizenship". Serve as Mistress/Master of Ceremonies.
 - Plan and make all arrangements for the Inaugural, including the program, with assistance from the Executive Director.
 8. After each session, attend a meeting of ALABGS Department Heads to fully evaluate the session.

SCHOLARSHIPS:

1. American Legion Auxiliary ALA Badger Girls State offers scholarships. The number and dollar amount awarded each year is determined at the fall meeting of the committee. Application information is emailed to each citizen who completed the immediate past session in January or February.
2. ALABGS also administers the National Samsung Scholarship. Applications are submitted during the ALABGS session in Oshkosh. The winning application is forwarded to the National Headquarters of The American Legion for further judging.

FINANCE AND BUDGET:

Budget for Fiscal Year Ending 9/30/2024: To be developed/approved

1. Obtain proposed budgets from the selected site. With this information and the actual expenses from the previous year, work with the Department Treasurer to prepare a budget for review/approval by September 30th, if possible. Recommended budget from fall meeting is submitted to the Department Finance Committee and Department Executive Committee for final approval.
2. 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.
3. If a chairman/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 CHAIRMANSHIP: Members of the American Legion Auxiliary have structured the ALA Badger Girls State program in order to meet the following objectives:

1. Develop leadership and pride in American citizens.
2. Educate citizens about our system of government.
3. Instill a greater understanding of American traditions.
4. Stimulate a desire to maintain our democratic government processes.

ESSENTIAL KNOWLEDGE AND SPECIALIZED SKILLS REQUIREMENTS:

1. Must have the experience of being on staff at ALABGS.
2. Ability to communicate verbally and in writing.

MEASUREMENTS FOR SUCCESS:

1. Evaluation sheets from citizens and staff
2. Press releases
3. Letters following session from citizens
4. Applications for citizens to be on staff
5. Applications for scholarships
6. Orientations