

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

**PROGRAM:** Leadership Committee Chairman

**PURPOSE OF THIS CHAIRMANSHIP:** To develop and prepare knowledgeable and capable leaders to carry on the growth and success of the American Legion Auxiliary by promoting activities and resources that educate, motivate, and mentor members of all ages and at all levels 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. Conduct workshops around the state.
2. Encourage members to purchase the Leadership Booklet.
3. Teach the history of the American Legion Auxiliary to all members.

4. Encourage units to teach the programs of the American Legion Auxiliary and match members' interests with the programs.
5. Teach the basics of protocol, parliamentary rules, meeting procedures, and encourage a spirit of cooperation and goodwill among all members.
6. Promote entries for the Unit Member of the Year contest per the National Program Engagement Plan.
  - a. Receive all entries and select winner.
  - b. Notify Department Secretary who is selected as the Department's Unit Member of the Year so headquarters staff can order a recognition plaque and coordinate an invitation to the winner for attendance at Department Convention and the Recognition Reception held at Convention.
  - c. Submit all entries to the Department Secretary to be placed on file.
  - d. Introduce winner on Convention floor and present him/her with the plaque.
7. Establish a mentoring program, utilizing the senior members' knowledge and experiences with younger members.
8. Encourage updating program activities so younger eligible people will want to join.
9. Promote the Senior and Junior Leadership Courses on the national website.
10. Promote the use of the Red Book and Unit Handbook.
11. Promote the Unit Constitution, Bylaws and Standing Rules as necessary tools for members and the unit.
12. Encourage members to utilize the Department and National websites.
13. Offer Leadership Workshops to Units and Districts.

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

##### **Budget for Fiscal Year Ending 5/31/2024: \$600.00**

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 applications received for Unit Member of the Year Award
- Increase in number of members attending workshops
- Increase in number of members taking the National Leadership Courses
- 100% Unit Reporting