

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

**PROGRAM:** VA&R Homeless Women Veterans

**TERM OF APPOINTMENT:** One year

**REPORTS TO:** VA&R Chairman, Department President

**PURPOSE OF THIS CHAIRMANSHIP:** To initiate sponsors and participate in programs and services that assist and enhance the lives of veterans and their families, ensuring restoration and/or transition to normally functioning lives physically, mentally, socially, and vocationally.

## **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 the VA&R program.
3. Read and understand the National VA&R Program Engagement Plan.
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 this program.
6. Promote this program with all 12 District Presidents and the District VA&R 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 and National Chairman (if requested), 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. Educate Unit members about homeless veterans, especially women veterans who are homeless or at risk of homelessness.
2. Encourage Units to financially support the Homeless Women Veterans Grant Fund.
3. Receive Homeless Women Veterans Grant applications. Work with the veteran's sponsor to verify veteran's needs and clarify any questions regarding the application. Ensure veteran meets eligibility requirements and present a recommendation to accept or reject the application to the Grant Review Committee (Department President, Department Finance Chairman, VA&R Chairman, with a copy to the Department Secretary-Treasurer.)

**FINANCE AND BUDGET:****Budget for Fiscal Year Ending 5/31/2024: Dependent on donations received**

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:**

1. Increased donations to the Homeless Female Veterans Grant Fund.
2. Increased number of veterans served.
3. 100% reporting.