

# **AMERICAN LEGION AUXILIARY DEPARTMENT OF WISCONSIN**

## **CHAIRMAN AND COMMITTEE MEMBER'S JOB DESCRIPTION**

**PROGRAM:** National Security

**PURPOSE OF THIS CHAIRMANSHIP:** To support our military and their families. We host programs recommended by the Department of Homeland Security that assist members and communities in preparing for and/or responding to natural or manmade disasters.

**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 practical and emotional well-being of military servicemembers and their families.
2. Encourage participation in Department of Defense and other outside programs that support our military and their families throughout the entire deployment cycle, such as the Yellow Ribbon Reintegration Program, Operation Homefront, Solder & Family Readiness Groups, Family to Family Support, and the USO.

3. Promote entries for the Salute to Servicemembers contest.
  - a. Receive all entries and select winner.
  - b. Submit all entries to the Department Secretary to be placed on file.
  - c. Notify Department Secretary who is selected as the Department's Servicemember 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.
  - d. Introduce winner on Convention floor and present him/her with plaque.
4. Encourage Units to participate in the Military and Family Support programs of The American Legion, such as the Family Support Network, Operation Comfort Warriors, Heroes to Hometown, Gold Star Banner and Blue Star Banner Programs, and POW/MIA Initiatives.
5. Support implementation of homeland security programs of The American Legion and the American Legion Auxiliary, such as the Citizen Corps.
6. Suggest Units provide recognition and support for ROTC and JROTC groups
7. Encourage Units to become familiar with the American Legion Auxiliary Gateway to Services and promote it to military personnel.
8. Encourage participation in National Military Appreciation Month (May)
9. Encourage units to participate in national contests.
10. January is National Security month. Write and send, preferably via email, an article or bulletin to all 12 District National Security Chairmen in December so they can promote the program during National Security month.

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

##### **Budget for Fiscal Year Ending 5/31/2024: \$0.00**

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 entries for Salute to Servicemember Award
- Participation in variety of programs, especially those related to Veterans, Military and their families
- Increase in amount of support for military personnel
- Increase in amount of support to military families
- Increase in number of contest applicants
- 100% Unit Reporting