

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

**PROGRAM:** Veterans Affairs & Rehabilitation

**TERM OF APPOINTMENT:** One year

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

**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 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. 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.
6. 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.
7. Give program presentations at Unit, County and District meetings as requested.
8. Be available and responsive to units and members' program questions.
9. Be prompt in response to Department Headquarters requests. Meet all deadlines.
10. Email is the preferred form of communication. Please have a current email address on file at Department that is checked regularly.
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. Promote the annual Veterans Creative Arts Festival (VCAF) competitions at local VAs and encourage Units to financially support the National VCAF.
2. Educate Unit members about homeless veterans.
3. Raise awareness of veteran suicide and promote the Be The One initiative.
4. Increase volunteer services within a VAMC or outpatient clinic by 10 volunteers and increase volunteers outside a VAMC through Service to Veterans by 10.
5. Educate Auxiliary members about opportunities available through Veteran Affairs Medical Centers/Clinics, Service to Veterans volunteering.
6. Emphasize methods of recruiting, retaining, motivating and recognizing volunteers.
7. Encourage recruitment and retention of Senior and Junior volunteers in all aspects of the VA&R Program.

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8. Assist VAVS representatives and deputy representatives in working with VAVS Chiefs of Voluntary Services in establishing a youth service project for student volunteers.
9. Work with VA facilities to create meaningful assignments for every volunteer based on the volunteers' availability.
10. Promote volunteer opportunities on Department and Unit websites, newsletters and other types of communication.
11. Promote veteran-related outreach volunteer opportunities for members living in rural communities with no access to VA facilities.
12. Work with all VA&R Committee members. Ensure chairmen track and report volunteer hours within their respective areas of responsibility to Department Headquarters, as necessary.
13. Assist Department President and Director of Hospital Volunteers in finding Representatives and Deputies when needed.
14. Review and approve Veterans Assistance Fund requests presented by the Department Secretary and retain records.
15. Review and approve Homeless Women Veterans Grant requests presented by the Homeless Women Veterans Chairman.
16. Accompany the Department President on annual hospital tours; with expenses paid by Department as budgeted.
17. Department will pay expenses for the Director of Hospital Volunteers to attend the volunteer appreciation luncheons as budgeted. If the VA&R Chairman wishes to attend also, it would be at his/her own expense.
18. Encourage Units to participate in National VA&R contests.
19. Develop department contests to support the national Program Engagement Plan. Obtain judges and establish judging criteria.
20. Notify Department Headquarters of any awards, contest citations, checks or plaques needed.
21. Provide information on programs such as: the national Be The One initiative, National Creative Arts Festival, VAVS, Fisher House, National Salute to Hospitalized Veterans Day, Christmas Gift Shop, Service to Veterans, Homeless Veterans, Adopt a Vet Program, Adopt a Ward, Camp American Legion, all The American Legion VA&R programs.
22. December is VA&R month. Write and send, preferably via email, an article or bulletin to all 12 District VA&R Chairmen in November so they can promote the program during VA&R month.

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

##### **Budget for Fiscal Year Ending 5/31/2024: \$500.00**

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:**

1. Participation in variety of VA&R programs.
2. Retaining and adding volunteers.
3. Increased participation in contest applications.
4. Increased number of veterans served.
5. Increased amount of monetary donations for service to veterans and their families.
6. 100% reporting.