

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

PROGRAM: Constitution and Bylaws

PURPOSE OF THIS CHAIRMANSHIP: To inform and educate the members of the American Legion Auxiliary on the importance and power of properly written, reviewed, and updated documents, policies, and procedures at all levels.

TERM OF APPOINTMENT: One year

REPORTS TO: Department President, National Vice 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. Give program presentations at Unit, County and District meetings as requested.
6. Be prompt in response to Department Headquarters requests. Meet all deadlines.
7. Email is the preferred form of communication. Please have a current email address on file at Department that is checked regularly.
8. Be available and responsive to units and members program questions.
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
 - Article for the Convention yearbook
 - Convention floor (Platform Remarks)
10. Attend Department Executive Board meetings at convention.
11. 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. Must be Past Department President.
2. Working knowledge of *Robert's Rules of Order, Newly Revised*.
3. Working knowledge of the National and Department Constitution and Bylaws through continued study, evaluation and usage
4. The ability to communicate effectively with members at all levels of the Department when asked for guidance on updating their documents.
5. Request that all Units, Counties and Districts conduct bi-annual reviews of their documents.
6. Not less than 90 days prior to the annual Department Convention, the Department President will appoint a Constitution & Bylaws Committee consisting of the Department Chairman of Constitution & Bylaws and four members chosen from the delegates. This committee shall meet prior to the opening of the Convention for consideration of all amendments to the Constitution and Bylaws, which have been submitted up to the time of the meeting.

7. The Constitution and Bylaws Committee will meet with the Standing Rules Committee after separate Pre-Convention meetings, if deemed necessary by both Chairmen.
8. Present proposed changes to the Constitution and Bylaws to the Convention delegation.
9. Lead the Preamble to the Constitution of the American Legion Auxiliary at the annual department convention.

FINANCE AND BUDGET:

Budget for Fiscal Year Ending 5/31/2024: \$25.00

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 15th. If the 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.
3. Review this program by March 1st 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:

- Increase in the number of Units, Counties and Districts that submit updated Constitution and Bylaws
- 100% Unit Reporting