

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON
DEPARTMENT POLICY – ADMINISTRATIVE COMMITTEE**

1. The Administrative Committee shall consist of three (3) members. All appointees shall serve for a period of three (3) years unless appointed to fill the unexpired term of another member. The members of this committee may only serve six (6) consecutive years and must take one year off before serving on the committee again. The Department President shall appoint a Chairman from the members of the committee.
2. The Administrative Committee, in conjunction with the Department Finance Committee, Department President, and Department Secretary will act as Human Resources to perform the following:
 - i. an annual review of the Department Headquarters' paid staff.
 - ii. hire all new paid staff.
 - iii. review and update the Department Headquarters paid staff job descriptions.
 - iv. submit recommendations to the Finance committee regarding salary increases for the Department Headquarters paid staff.
 - v. advertise and post the office Headquarters paid staff position, when needed.
 - vi. the Administrative Committee will make recommendations for additional Department Headquarters staff, if required.
 - vii. in conjunction with the Department President, recommend hiring of selected candidate to the Department Executive Committee.
 - viii. after conferring with the Department President and Department Secretary, recommendation to rehire or discharge the paid staff at a Department Executive Committee meeting.
3. The Administrative Committee will submit to the Finance Committee requests for necessary equipment purchases needed for the daily office functions of the Department Headquarters.
4. The Administrative Committee Chairman will provide quarterly reports at each DEC.
5. The Administrative Committee will work closely with the Department President and Department Secretary to ensure the daily, monthly, and annual tasks are completed on time and dissemination of all the information to assist in their success. These tasks include, and are not limited to, preparation and distribution of information such as confidential rosters, meeting information, upcoming events, completion of regular duties, additions and/or deletions to the website, etc.