

AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OREGON  
**DEPARTMENT POLICY - ALL CHAIRMEN**

The Department President has asked you to be part of her team serving as a Department President. The Department President has the authority to replace or to remove any chairman. Your appointment by the Department President as a Department Chairman has been ratified by the D.E.C. and you are now an integral part of the current administration. By your acceptance of this appointment, you have committed yourself to carrying out the duties of your chairmanship, which include writing bulletins, reports to D.E.C. and convention. Units are an important part of the American Legion Auxiliary. Their involvement in YOUR program is needed to ensure success. Your enthusiasm, to a great degree, will influence this involvement. Provide the tools with enthusiasm and the year end reports will not only give you satisfaction and joy; but also the information you will need for your reports to Department and National.

**THE FOLLOWING GENERAL INFORMATION IS PERTINENT TO ALL CHAIRMEN. SPECIFIC MATERIAL PERTAINING TO A PARTICULAR PROGRAM, OR COMMITTEE IS DETAILED IN THAT CHAIRMAN'S SECTION OF THE CODE.**

**BULLETINS**

1. Chairmen are to prepare a Bulletin each year. Bulletins are the main contact with the Units and should include information received from the National Chairman, special programs or programs of emphasis by the Department President and any Personal awards you wish to present. DO NOT merely make a copy of the National Bulletin as this is written for you the Department Chairman. The Unit chairman need information and helpful hints on how to run their program.
2. List all Department awards and the requirements for winning each; i.e. writing a supplemental report, etc.
3. Make your bulletins precise and concise, easy to read and understand. Pretend you are a new chairman and this is your first contact with the program and write what they need to know to get the program up and running for the new year and accomplish the aims of the program.
4. Send an electronic copy of the typed bulletin to the Department Headquarters for processing.

**MID YEAR REPORT TO NATIONAL**

1. Submit to meet the National deadline. National will not accept after the due date.
2. Report on all phases as outlined in National Chairmen's Plan of Works.
3. Be certain that you follow the rules.
4. A copy of all reports sent to National must be sent to the Department Secretary.

**BUDGET**

1. All chairmanships that have a budget shall submit an anticipated Budget to the Finance Committee by March 15<sup>th</sup> of each year for preparation of the next year's budget.

**EXPENSES**

1. Expenses are as allowed in the Department Budget.
2. Each Department Officer (President, Vice President, Chairmen, District Presidents, et al) is responsible for their budget. This includes and is not limited to; knowing the full amount of your budget, knowing what a reimbursable expense is, and tracking what has been used/ or is left.  
Note: Not all Chairmanships have budgets.
3. A reimbursable expense is one that supports your position description to include mileage, lodging, postage. A special event in which you are representing the Department, at the Presidents request is also a reimbursable expense. Reminder: expenses associated with a Department Executive Committee Meeting and/or Convention are not a part of your annual budget.
4. If your budget has been expended (no funds remaining), prior written approval from the Finance Committee will be required AND submitted with the expense report.

5. National Trainings are not a budgeted expense.
6. Expenses may be tracked in the Budget to Actual report that is distributed monthly from the Finance Committee.
7. Request for expenses should be submitted to Department Administrative Assistant.

### **DEPARTMENT CONVENTION**

1. Expenses for convention are as allowed in the Budget recommendation sheets.
2. The Department President may request some of the Chairman to conduct a Convention training session at convention. Meeting time and place will be decided by the Department President.
3. Your report to the Convention body should NOT include information from the printed report. It should include pertinent information and include any recommendations to benefit the program in our Department.
4. Although the time of your report is given in the Convention agenda, be prepared to give it at any time. The Department President may alter the agenda.

### **AWARDS**

1. Awards (certificates) shall be presented annually as listed in the Department Hand Book.
2. The Department Chairman, or a Committee selected by the Chair, shall judge all entries.
3. The Department Chairman is responsible to create, print, and present certificates in a frame. (Convention 2015)
4. In the event of a tie in a contest where cash awards are given, a duplicate award shall be made.
5. Personal awards may be presented; at the expense of the chairman.

### **DEPARTMENT EXECUTIVE COMMITTEE**

1. Reimbursement for attendance at DEC's shall be made to authorized persons as governed by the Bylaws and upon call of the Department President.
2. Department Chairmen are not given the floor at a DEC unless called upon by the Dept. President.

### **MEETINGS**

The Department President is an ex officio member of all committees and shall be invited to meetings as her schedule allows. **All meetings must have the Dept Presidents prior approval.**

### **POSTAGE**

Postage for Chairmen shall be taken from the postage allowance as per the budget. If you do not have a budget, you will need to check with the Department Administrative Assistant before you make copies, or do a mailing, etc. Request for expenses should be submitted to Department Administrative Assistant.

### **UNIT IMPACT REPORTS**

National has changed reporting requirements (2010) to a Unit Impact Report. The Impact report has all the chairmanships listed that National wants numbers on. The Units will fill out one report and send to their District President. The District President will add together all the Units information onto one report and send to the Department Secretary. The Dept. Secretary will take the ~~ten~~ reports and add them together and then send to the Department Chairman.

### **RECORDS**

Keep a copy of Bulletins, Correspondence, Impact Reports and all pertinent material to give to your successor.

### **CONVENTION REPORTS**

A short report for the Convention Book of Reports is required on or before the due date given by the Department Administrative Assistant. Report to briefly describe the work accomplished by you and the Units. Two copies of the report must be mailed, or e-mailed to the Department Secretary and she will send one to the Department Historian. Make a copy for your files and/or for use at a Convention.

### **YEAR END REPORT TO NATIONAL**

1. Submit to meet the National deadline. National will not accept after the due date.
2. Report on all phases as outlined in National Chairmen's Plan of Works.
3. Be certain that you follow the rules.
4. A copy of all reports sent to National must be sent to the Department Secretary.