

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON
DEPARTMENT POLICY – DEPARTMENT SECRETARY**

1. The Department Secretary is an appointed position and an officer of the Department Executive Committee.
2. The Department Secretary works under the direction of the Department President.
3. A daily work record shall be kept for each pay period by each Department employee and the Department Secretary shall verify this record and sign.
4. The Department Secretary shall be responsible for the purchase of all office supplies.
5. The Department Secretary is responsible for the distribution of all reports, Department Executive Committee minutes and proceedings of the Department and National Conventions which shall be distributed 30 days prior to Department meetings.
6. Read the “Department Policy All Chairmen” policy.
7. The Department Secretary will be responsible for the oversight of the compiling of the new year membership packets and chairmen bulletins and distributing all new paperwork and information to the Units by the Administrative Assistant.
8. The Department Secretary will be knowledgeable in all aspects of membership processing.
9. The Department Secretary will work with the Department President, Vice President, and Membership Chairman on goals for each year.
10. The Department Secretary shall be involved in the planning of the yearly budget.
11. The Department Secretary will oversee all information and equipment that is needed for each Department Executive Committee meeting.
12. The Department Secretary will oversee all information and equipment that is needed for the Department Convention such as ballots, documents that the hosting convention committee will need for convention packets and any other items.
13. The Department Secretary is responsible to verify that the IRS 990 form has been filed for the current year.
14. The Department Secretary will be responsible for determining the Department Headquarters office staffing needs in the event of illness or vacation.
15. The Department Secretary will have administrative rights and/or login information for the Department of Oregon internet and social media accounts.