

AMERICAN LEGION AUXILIARY
DEPARTMENT OF OREGON

DEPARTMENT POLICY - DISTINGUISHED GUEST CHAIRMAN

1. The Distinguished Guest Chairman shall work under the direct supervision of the Department President.
2. Letters arranging dates of visitation shall be written by the Department Secretary. When dates are established, further correspondence will be the responsibility of the Distinguished Guest Chairman.
3. If authorized by the President, duties of the distinguished Guest Chairman may include:
 - a) Contact hotels for room reservations, taking cost, comfort and location of events into consideration.
 - b) Contact local Units for banquet/dinner arrangements.
 - c) Arrange for gift for distinguished guest.
 - d) Assist National President and/or National Divisional Vice President in cataloging gifts.
 - e) The mailing and insuring of gifts for National Officers is the responsibility of the Department Headquarters. However, the distinguished Guest Chairman may assume this duty, if requested.
 - f) Arrange transportation to and from airport for guests.