

**AMERICAN LEGION AUXILIARY DEPARTMENT OF
ARIZONA CONVENTION JUNE 26-29, 2025
RESOLUTION**

SUBMITTED BY: Yolanda Bonilla, Barbara White, and Rose Ficklin

SUBJECT: Job Title Department Secretary-Treasurer

DATE: May 19, 2025

Resolution No. 5
(Assigned by Resolutions Committee)

**DO NOT TRY TO SQUEEZE THE RESOLUTION INTO THIS SPACE. PLEASE ATTACH TEXT OF
RESOLUTION AS A SEPARATE PAGE**

Routing: _____

Submitted by: Name and Signature _____

Submitted by: Name and Signature _____

Submitted by: Name and Signature _____

_____ Approved _____ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

_____ Approved _____ Rejected _____ Revised _____

Convention Action: Approved _____ Rejected _____ Date _____

One "hard" copy, signed by at least two (2) qualified delegates, and an unsigned "soft or electronic" copy of all resolutions are to be forwarded to the Department Secretary before Convention if possible. Resolutions originating at Convention need to be written as a "hard" copy with two delegate signatures, and a "soft or electronic" copy forwarded to the Department Secretary as soon as possible so that discussion and vote may take place. (2013) Resolutions presented by the vote of a unit need to be signed by at least two (2) qualified delegates from the Unit and forwarded to the Department Secretary thirty (30) days prior to Department Convention for registration and classification and issuing to respective committees. A resolution which has not been presented through the proper channels will not be considered.

Whereas, The Department of Arizona has a paid position called the Department Secretary-Treasurer; and

Whereas, In the Department Policies and Procedures it states, “It shall be the duty of the Secretary to record the proceedings of meetings of the Department; to act as custodian of all books, papers and records; to keep a record of names and addresses of the members, showing the source of their eligibility; to send out such notices as directed by the Department President; to conduct the correspondence of the Department; to keep on file copies of correspondence sent and received; and perform other duties as shall be required by the Department President, the Department Executive Committee and as outlined in the Office/Employee Manual”; and

Whereas, “The Department Treasurer shall receive all funds designated for National and/or the Department and to account for same. All funds must be channeled through the Department Office. The Department Treasurer shall pay all vouchers signed by the Finance Chairman and retain them as receipts. The Department Treasurer shall keep account of the revenues and the expenditure, make annual report thereon, and such other reports as may be deemed necessary by the Department Executive Committee or Department Finance Committee. Accounts shall be audited annually, and a financial statement sent out with the first bulletin after completion of audit”; and

Whereas, “The Department Treasurer shall deliver to a successor all money, vouchers, books, and properties belonging to the Department. The Department Treasurer shall serve as a member of the Department Finance Committee without vote. The Department Treasurer shall serve as a member of the Conference and Convention Committee, (89) the Cavalcade of Memories Committee (92), and the Department Cash Raffle Committee (93). The Department Treasurer is not a Department Officer. The Department Treasurer shall be responsible, in cooperation with the Department President, for the administration of Department Auxiliary affairs”; and

Whereas, In the 21st century the term Secretary-Treasurer to the “Outside” or “non-Legion Family” world means someone who answers the phone and makes copies; and

Whereas, The increased technological, organizational, and leadership skills required to perform the job of Secretary-Treasurer in the modern setting better fit the definition of an Executive Director of Operations, that definition being: “An executive responsible for overseeing and managing an organization's employees, volunteers, programs, and day-to-day operations. They are part of strategic planning, performance monitoring, process improvement, budget management, team leadership, collaboration, policy and procedure development, risk management, communication and reporting”; now therefore be it

Resolved, That the title Secretary-Treasurer shall be changed to Executive Director of Operations, with the same duties and responsibilities currently listed in all Governing Documents and the Employee Manual of the Department of Arizona for Secretary-Treasurer, with the

inclusion of the job description of an Executive Director of Operations written immediately above; and be it further

Resolved, That this change of title will be applied to all governing documents of the American Legion Auxiliary Department of Arizona and become effective immediately following close of NATIONAL Convention 2025; and be it further

Resolved, That the immediate supervisor of the Executive Director of Operations is the Department President, and the Department Executive Committee is the final authority through which all paid employees are hired or removed from employment per all Department governing documents and the Office/Employee Manual.