

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

SUBMITTED BY: Rose Ficklin

SUBJECT: Membership Processor Title Change

DATE: June 11, 2025

Resolution No. 5-2
(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 Membership Processor at Department has taken on more duties than just membership and

Whereas terminology in the workforce has changed over the past twenty-five years, now be it

Resolved the Membership Processor title will be changed to Office Coordinator. All governing documents and employee documents will be updated as soon as possible, and become effective immediately following close of NATIONAL Convention 2025 and be it further

Resolved To include a description of the Office Coordinator's job in the Department Policies and Procedures Manual as a sub-paragraph of the Executive Director of Operations job description as follows:

"The Office Coordinator shall be an hourly paid part-time or salaried full-time employee of the Department of Arizona, American Legion Auxiliary. She will not be considered a Department Officer nor a member of the committees the Department Secretary/ Treasurer is assigned per Policy and Procedures. The Office Coordinator shall be trained in all aspects of the administration and financial structure of the Department of Arizona, and shall substitute for the Executive Director of Operations in the event of and during absences from the Headquarters Office."

Resolved That the immediate supervisor of the Office Coordinator is the Executive Director of Operations, 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.