

CHAIRMANSHIP INSTRUCTIONS

Up-dated and printed

July 2016

The following guidelines are given so that you, as a Department Chairman or Officer, can help the American Legion Auxiliary accomplish the goal as set forth by the National Organization and our Department President.

1. In the briefcase provided to you from the Department Headquarters office the Auxiliary Handbook. There should be a copy of the last two (2) years information and year- end report form for your viewing as a sample. You will find a copy of the Department Constitution and Bylaws, Policy and Procedure Manual online at aladeptaz.org. The National Policy and Procedure Manual will be found at alaforveterans.org.
2. At the Annual Convention in June, it is your responsibility to make sure that all the above stated items are in the briefcase along with your current year information. These briefcases **ARE TO BE TURNED INTO THE DEPARTMENT SECRETARY BY THE CLOSE OF THE CONVENTION ON SUNDAY MORNING.** The Unit report forms may be thrown away, if you so desire, as long as you leave a copy of your year-end report, and a copy of your report to National. These briefcases will be checked by the Department Secretary and restocked of missing items. If items are missing, you may be required to pay for such items as the Handbook. The Briefcases will then be distributed to the incoming chairman and officers at the Officers and Chairman's Meeting called by the New Department President. If you do not pick up your briefcase at the aforementioned meeting, it will be your responsibility to pick it up from the Department Office within three (3) months of the Department Convention. You must be actively working your program no later then September of each Auxiliary year, thus you must have your briefcase to accomplish this. If you fail to do this, the Department President must assume that you are truly not interested in the program and will replace you.
3. Department Chairmen are expected to attend the Conferences to give instructions and information on their respective programs. Try to attend all meetings in your District and in as many other Districts as you may be invited to. Respond to a District President's invitation as soon as possible. If you cannot attend, send a written report early enough so that the President can arrange for someone else to present the report on the planned date.
4. In accordance with the Department Rules and the Finance Committee Rules, Rule #5 **No solicitation shall be made by any officer, chairman, or member of the American Legion Auxiliary payable to the Department or person making the request, without written permission of the Department President and the Department Finance Committee. Anyone asking for a solicitation, must state**

in the written request that permission has been granted by the Department Finance Committee.

5. An example of Solicitation unacceptable without prior permission as stated above would be: DOLL RAFFLE, 6 TICKETS FOR \$5.00, UNIT 999, PROCEEDS TO GO TOWARDS UNIT GIRLS STATE PROGRAM.

ACCEPTABLE ANNOUNCEMENT WITHOUT PRIOR APPROVAL

Steak Dinner Post 999 Jan 1, 2014 7:00 to 9:00 p.m.

6. All Department Officers and Chairmen should plan to attend the annual convention usually held in June to give a year-end report and present their awards to the winning Units, Districts or individuals.
7. In cases where awards are to be made, you are responsible for selecting the judging committee, and to submit the prize winning reports to National for judging if all rules have been followed on both levels. In cases where there is a winner to be sent to National for judging, it is your responsibility to meet the requirements and mail this to the National or Divisional Chairman. The Department rules DO NOT change from year to year and you may not change them to suit your needs, however; the National Awards do vary, so the rules for the National Awards will be given to you in your National Plan of Action from the National Chairman. These plans are sent to the Department Secretary and she will disburse these to you as soon as possible after receipt. You will also be supplied with a copy of the report form from National. Upon receipt of your National Report Form, make your Department Report Form in conjunction so that you will get the answers back from the Units that you will need to complete your report form to National. **DO NOT COPY THE NATIONAL REPORT FORM AND DISBURSE IT TO THE UNITS, THEY WILL BE CONFUSED.** After you have read your National Plan of Work, make an outline of your program. **Please do not copy the National Plan of Work for your monthly bulletins to the Units, put this information into your own words and your own plan. Have fun with your program.** As soon as you have made your year-end Department Report Form for the Units, forward a copy to the Department Secretary. **The Deadline for the Chairman Report Forms into Department Headquarters annually is BY THE 15th OF DECEMBER TO GO OUT WITH THE JANUARY BULLETIN.**
8. **Monthly Department Bulletins:** Each Officer and Chairman are responsible for getting the information of their programs out to the Units and Districts by the use of the Department Bulletin. The Department provides this service for you the only thing we ask of you is that the item be copy ready, 1 page front is acceptable, and must be into Department Headquarters **NO LATER THEN THE 15th OF EACH MONTH.** Example, if you have information for the January Bulletin, you must have it into Department the 3rd Wednesday of December. Please put

only that information in your bulletin that deals with your program. Do not cross over into another chairman's program. This sometimes is difficult as so many of our programs overlap, if this is going to happen, contact the other chairman that this may affect. If you are a chairman with a committee, get your committee involved by having them take a segment of the program and write a monthly bulletin, it makes the program a team effort, gives a different perspective than yours and you get a month off from writing a bulletin. Be sure to include any upcoming events within your program. Example; Essay contest, Make a difference day, Salute to Hospitalized Veterans, Poppy Day, etc... **What you write is what will be printed, the Department Secretary does not have the time or will she edit or rewrite your bulletin.** You are not required to put in a monthly bulletin, but you are required to keep all units and districts apprised of your program. **We do ask that you place a bulletin in at least during the month of your program. Any late bulletins will be run in the following month instead of the month intended.**

9. Awards, Department and National: It is your responsibility to see that the Department Secretary receives a copy of the winners prior to the Department Convention. The winners are to remain STRICTLY CONFIDENTIAL UNTIL ANNOUNCED AT THE CONVENTION BY THE CHAIRMAN. You will be mailed from the Department Secretary, three (3) yellow cards with your program awards listed. Please fill in all cards, one will be given to the Department Secretary and one will be presented to the trophy and awards table prior to your floor report at convention. The third to winner to take to the awards table. **If you have entries going to National for any awards a complete list, including whether it is a book, or a report or whatever it is, is to be given to the Department Secretary.** The reason for this is that these entries can then be picked up by her at the National Convention, otherwise we have no way of knowing what has been sent and where, and what should be picked up. Some units may wish for their entries to be returned. **Please be prepared to display the winning Department entry in the back of the room on a designated table following your presentation.** To do this, it may require you make a copy and not lay out the original. Included in this packet to you will be given two (2) citations for each chairman, except in the case where there are three (3) awards. If this is the case you will be given a citation for each award for honorable mention. **Please use the Auxiliary Citations that are provided to you from the Department for your runner up winners, Do Not use the American Legion Citations as these are not awarded to a Unit for their work.**
10. **Book of Reports: Your year-end report MUST BE IN TO THE DEPARTMENT SECRETARY ON OR BEFORE JUNE 1. THERE ARE NO EXCEPTIONS.** Please do not disappoint the Units by not reporting on time for the book of reports. There will be no limit on the number of words, but do use a little common sense. If you write 3 or 4 pages, your words will most likely be edited. Needed in the book of reports are the Units accomplishments, and an overall synopsis of your program. **Do not try to list**

all the Units contributions through out the year as they have been listed on the donation sheet provided through the department.

11. **Mid Year Reports to National:** some of the National Chairman may ask for a Mid year report. Do not become overwhelmed by this request, they are not asking for a complete report. What they are looking for is what you have done thus far to further your program and briefly what some of the Units have done or are doing if you know. What is important, is that you fulfill your obligation to the program and to the Department and turn this report in on time and to the appropriate person. Remember, when you are asked by National to prepare a mid-year or a year-end report, their due date means that they must have received it on or before that date, **NOT THAT IT IS TO BE POST-MARKED BY THAT DATE.**

12. **Year-End Reports to National:** THESE ARE A MUST. PLEASE MAIL THEM IN TIME TO MAKE THE DEADLINE DATE. In most instances these reports are to go to the Divisional Chairman. In case the report does not say to mail a copy to the National Chairman, Please Send Her a Copy. This is most important. Send any entries for judging and your report to the designated person, then make a copy of the report and send it to the National Chairman. If you are sending a History or any other book, or report that you want sent back if they are not chosen, please include the return postage and a note inside with the return address on the note. Thank her in advance for returning your entry if it fails to win. Remember, it is not a loser if it does not win in National competition, it's a loser if you as the chairman never send it forward to try.

13. The Department of Arizona feels that all members who have accepted the Department Offices or Chairmanships will do their best for God and Country through the programs of the American Legion Auxiliary. If for any reason you find that you cannot fulfill these obligations, please let us know. We are confident in your ability, and hope for an outstanding year.

14. **DEADLINE DATES:**

Monthly Bulletins:	15th of Each Month
Year-End Report Form:	15th of December
Book of Reports:	June 1 st No Exceptions
Reports to National	This is determined each year from POA
Award Winners, Dept.	Prior to floor presentation (Conv.)
National Awards List	Prior to floor presentation (Conv.)
Any other items per the Department President, Secretary, or National Organization will be communicated with you as may be needed.	

15. Thanks for taking the challenge, now lets get busy, have fun and have a great year!