

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: PRESIDENT**  
(Updated 1/15/24)

**Officer: Elected Position**

**Purpose:** Chief Executive Officer of the Corporation. Leads the Board and ensures the Mission and Vision of the Auxiliary are achieved. The President ensures the Board of Directors are aware of, and fulfill, their governance responsibilities; comply with applicable laws and bylaws; conduct Board business effectively and efficiently; and are accountable for their performance. The President must also ensure the Corporation protects its 501(c)(19) status. The President presides at the Board and Membership meetings; appoints the chairmen of Standing Committees, special committees, Parliamentarian, and any others as stated in the Bylaws; signs legal documents and checks; is an ex-officio member of all Committees, except the Nominating Committee; serves as Delegate to the State Convention; and presents an Annual Report of Auxiliary activities.

**Duties and Responsibilities:**

1. Preside at Board, Executive and regular meetings and run meetings according to Robert's Rules of Order (current addition).
2. Work with elected Board Members where appropriate to appoint committee chairmen, individual contributors, and the Parliamentarian, with Board approval. Appoint committee members as identified in the Bylaws.
3. Attend committee meetings as an ex-officio member (except Nominating Committee). Provide advice and direction; remain knowledgeable of Auxiliary happenings
4. Prepare any presidential correspondence such as monthly emails; mailers; donor thank you letters, etc. Sign contracts and checks. Become Familiar with Auxiliary's Bylaws and Standing Rules.
5. Be a spokesperson for the Auxiliary as needed for public speaking opportunities and public relations events (i.e., Memorial Day Ceremony).
6. Establish dates of Board and General Membership meetings for the upcoming fiscal year.
7. Submit to the national/state office the required reports. (see attached schedule)
8. Be the first delegate to the National Conference and Special Meetings.
9. Read and answer emails regularly.
10. Check incoming mail regularly.
11. Attend Newport Beach State of the City luncheon. Organize members attending, make reservations, collect money.
12. Acts as link to the community attending lunches/dinners/meetings as necessary to represent American Legion Auxiliary Newport Harbor (i.e., National Philanthropy Day, Chamber of Commerce, etc.).

13. Attend annual fundraiser and other events (Yacht Club Opening Day, Commodore's Ball, 4<sup>th</sup> of July, Boat Parade, etc.) as appropriate to support Auxiliary and family functions.
14. Orchestrate October Auxiliary General Membership meeting to recognize Auxiliary anniversary and its past presidents/life members.
15. Attend the Legion's monthly e-board meeting.
16. Attend funerals of members to represent Auxiliary when possible.
17. Maintain communication with members through monthly emails sent out through Constant Contact.
18. Instruct the Secretary to send out monthly meeting reminders (board and general membership) and agenda for E-Board meetings
19. Prepare agendas for Board and Regular Membership meetings in conjunction with the Secretary.
20. Deal with human resource issues.
21. Give speeches at several events throughout the year
  - a) Yearly Fundraiser – Welcome address. May give flowers to chairmen at event, regular meeting or send to their homes.
  - b) Salute to Service – Welcome/close, Inspirational address
  - c) Others as needed
22. Support the goals of the Auxiliary
23. Adhere to required Guidelines for Publications. Obtain required approval for any materials distributed outside the Auxiliary
24. Review job description annually and submit revision to the Parliamentarian for Board approval
25. Maintain a record of hours spent on various tasks throughout the year.

**Timeline:**

Monthly

- Prepare calendar list for month and send to Mizka for posting on website
- Attend any committee meetings scheduled
- Attend Legionnaires e-Board meeting and General Membership meeting or designate a Board member.
- Attend monthly District 29 meeting
- Work with the other Families (Legion, SALs and ALYC)
- Set agenda and preside over E-Board meeting
- Set agenda and send to membership for General Membership meeting Monday before meeting using Constant Contact
- Preside over General Membership meeting

June

- Coordinate New Board meeting as host
- Prepare agenda for New Board Installation
- Prepare for any Board Training/Auxiliary Visit from National, Department or District if scheduled
- Begin preparations for upcoming year

- Attend any State Convention, if scheduled
- Provide all information to incoming Chairman and arrange for smooth transition of responsibilities and resources
- No Board or General Membership meetings for the month

#### July

- Continue preparations for upcoming year and for any Board Training needed
- Attend 4th of July activities

#### August

- Taxes must be filed in August with verification to District President (treasurer)

#### September

- Form Audit Committee, complete audit and send to District and Department

#### October

- Poppy order must be in by October 1<sup>st</sup>
- Take Christmas picture at General Membership meeting of all members
- Donations are made to District 29 & Department (treasurer); confirm with Chairmen that they want to contribute from their budgets
- Recognize October 20<sup>th</sup> anniversary

#### November

- Attend Boutique fundraiser, if scheduled
- Make sure ALA MIS is paid for users

#### December

- Host Auxiliary Holiday Party (optional)
- Attend holiday parties at SALs and ALYC
- Attend New Year Social, if scheduled
- Write Christmas checks for Post employees
- Send Thank You donation letters to large donors (\$1,000+)
- No Board or General Membership meetings

#### January

- After New Year start on budget, recommend Chairmen submit budget amount they would like
- Establish Nominating Committee
- Have board and chairmen update job descriptions

#### February

- Attend Fundraiser and give Welcome address
- Start budgeting process for year

#### March

- Hand writes thank you notes to top sponsors, underwriters, donors
- Finish budget for year, first reading of the Budget (per standing rules)
- Have members fill out Member Interest Forms, provide information to Nominating committee

#### April

- Send year end reports for committees and programs to chairmen and VP with due date early April; send to District 29
- Insurance for Directors and Officers coverage (expires 6/30, treasurer)
- Preside over voting on the Budget

May

- Preside over General Membership Meeting and voting on the Slate of Officers; and voting on the Budget
- Prepare information needed for year-end report
- Attend Opening Day of the Yacht Club
- Compile year-end reports and Annual Report
- Assist with preparations for Installation

## UNIT CHECKLIST

| <b>Forms/Checks Due to Department Office</b>                                  | <b>Date Due</b>                  |           |
|---|----------------------------------|-----------|
| Convention Proceedings Previous Year  | September                        |           |
| Bi-Monthly Mailings in paper form \$30 or email                               | September                        |           |
| Unit Fidelity Bond (3 yr premium) \$15 due 2024                               | September                        | Mandatory |
| District Fidelity Bond (due annually) \$35.50                                 | September                        | Mandatory |
| Poppy Order   | October                          | Mandatory |
| Girls State Reservation   | October                          |           |
| ALAMIS Logon Fee  | November                         |           |
| Girls State Application and Fees  | March                            |           |
| XXX Data Form (where to send dues, amount)                                    | April                            | Mandatory |
| Donations/Membership for Book of Reports                                      | May                              | MPMC      |
| Delegate/Alternate Certification & Fees Convention                            | May                              | Mandatory |
| Certification of Unit/District Officers                                       | May (immediately after election) |           |
| Mandatory   |                                  |           |
| Poppy Financial Report  | June                             | Mandatory |
| <b>Mandatory audit &amp; tax forms:</b>                                       | September                        |           |
| Unit Audi Report NLT  |                                  |           |
| CA FTB 199N e-postcard or 199 long forms required for all units               |                                  |           |
| Attorney General Registry of Charitable Trusts RRF-1 required for all units   |                                  |           |
| Attorney General Registry of Charitable Trusts CT-TR-1 required for all units |                                  |           |

Reference the Auxiliary Bylaws and Standing Rules. Note, these sections as they refer to the **President**:

Standing Rules:

### ARTICLE III – MEMBERSHIP

1. (16) Code of Conduct and Course of Action
  - b. Once written notice of said incident is given to the Auxiliary President, the Executive Board shall be convened. Upon their recommendation, appropriate action will be taken with the offending member. A written notice will be sent to the offending member describing the incident and what course of action will be taken. The offending member may appeal the Executive Committee’s recommendations.

2. (7) An honorary life membership committee shall be appointed by the President. The person or persons so honored shall be presented with a pin, and membership dues shall be paid for life or until said member transfers to another unit.
6. (12) No members of the Unit, regardless of official position within the Unit, shall obligate the Unit in any manner without first clearing said obligation with the Unit President and Executive Board or a vote at a Unit general meeting.

#### **ARTICLE IV - UNIT OFFICERS**

2. (11) Resignation of officers shall be submitted in writing to the President and acted on at a Unit general meeting.

#### **ARTICLE V - UNIT MEETINGS**

1. (26) Unit monthly general meetings will begin at 6:00 p.m. There will be two "Dark Months" (no meetings) of Unit 291 in June and December. The President of Unit 291 may request one additional "dark" meeting.

#### **ARTICLE VI - EXECUTIVE BOARD (or Board of Directors)**

1. (1) The President or assigned delegate shall give a convention report at the first Unit meeting following convention.

#### **ARTICLE VII - COMMITTEES**

1. (3) The Membership Chairman shall be appointed by the President. All monies and checks pertaining to membership shall be turned over to the Membership Chairman. The membership roster and membership cards to be processed are to remain at all times in the possession of Membership Chairman.
2. (27) The Donation Committee, appointed by the President, shall be required to review all donation requests in excess of \$500 before that donation request may come to the Executive Board and the General Membership for a vote. This does not include budgeted donations.

#### **ARTICLE IX – AMENDMENTS**

1. (18) The Bylaws shall be reviewed and revised in August of each year by a committee appointed by the President. Proposed changes shall be presented to the General Membership in writing and read at the August Unit general meeting with a second reading with a vote at the September Unit general meeting.

#### **ARTICLE X – FINANCIAL (2024)**

6. (30) The President of Unit 291 shall be reimbursed for tickets to attend American Legion Auxiliary, American Legion, Sons of American Legion, and American Legion Yacht Club events in an amount not to exceed \$900 per fiscal year.

Bylaws:

#### **ARTICLE IV- UNIT OFFICERS**

SECTION 5. The President shall preside at all Unit and Executive Board meetings. The President shall have general supervision of the duties of all officers and chairmen and be responsible for the transaction of all Unit business in accordance with the Unit Bylaws. The President shall be ex-officio member of all committees except the Audit and Nominating Committees and shall perform such other duties as are usually incidental to the office. (2 019)

- a. The President shall appoint the non-elective officers that are required to carry out the Unit ritual and all chairmen of standing committees. The president will create such other committees and appoint members

thereon as deemed advisable. (2019)

The President shall sign the Unit Bylaws and amendments after the second reading and approval by the Unit. (2019)

- b. The President shall be a signatory with Treasurer on all bank accounts. (2019)

#### **ARTICLE IV- UNIT OFFICERS**

SECTION 4. Special meetings of the Unit shall be called by the President or written request of five members.

#### **ARTICLE VI - EXECUTIVE BOARD (or Board of Directors)**

SECTION 2. Regular meeting of Executive Board shall be called by the President.

SECTION 3. Special Executive Board meetings may be called by order of the President or by written request of at least three (3) members of the Executive Board.

#### **ARTICLE VII - COMMITTEES**

SECTION 1. This Unit shall *have* such Standing Committees and Activities as are required by the Department, and such other committees as the President of the Unit may deem necessary.

- a. The President shall appoint an Auditing Committee of three members to serve during the current administrative year. This committee shall audit, or cause to be audited, the books of the Unit Treasurer, annually. Audits may be conducted throughout the Auxiliary year, but all books must be audited *within sixty (60) days of the end of the fiscal year.* (2019)

#### **ARTICLE IX - AMENDMENTS**

SECTION 3. All Unit Bylaws and Bylaw amendments shall be submitted for the approval of the Department Constitution and Bylaws Chairman and signature of the Department President. Units shall submit two (2) complete copies of Bylaws and five (5) signature pages, or five (5) copies of proposed amendment, bearing dates of first and second reading and signature of Unit President and Unit Constitution and Bylaws Chairman with proper spacing allowed for date and signatures of Department Constitution and Bylaws Chairman and Department President. After approval and signatures, the Department Bylaws Chairman will return three (3) signature pages to the Unit. The Unit will place original copy in book of approved Bylaws, and forward one (1) copy to the District President and one (1) to the District Constitution and Bylaws Chairman. Department Constitution and Bylaws Chairman will keep a copy for Chairman's file and forward one (1) copy to the Department Office file.

### **Unit Guide Book (page 49)**

#### **Duties of the Unit President**

The unit president should be familiar with the duties of all officers and committee chairs and encourage and inspire them in their work. It is the responsibility of the president to see that all officers are supplied with all available information and material from department and National Headquarters.

The unit president should preside at all meetings of the unit and the Unit Executive Committee and

- Require adherence to the Constitution and Bylaws, rules and regulations established by the National and Department Conventions, National and Department Executive Committees, and the unit itself;
- Appoint members of standing committees and create other committees as necessary; and
- Appoint all non-elected officers and perform all other duties assigned to the office.