

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: EXECUTIVE COMMITTEE**  
(Updated 1/13/25)

**Position:** Officer (5)

**Purpose:** The Executive Committee meets to discuss any report of misconduct that has occurred with a member of Unit 291.

**Duties and Responsibilities:**

1. Attend General Membership meetings.
2. At the start of the term, monitor the Department website for information and to review monthly bulletins. [Calegionaux.org](http://Calegionaux.org)
3. Attend and encourage other members to attend local workshops presented by District or Department
4. Encourage and participate in the ALA Academy
  - a) Auxiliary members of all ages and levels in the organization can learn new skills and ways to serve through ALA Academy and ALA Academy Live – all of which are free. In addition to the self-paced courses on ALA Academy, you can now access recordings from previous ALA Academy Live webinars at [www.ALAforVeterans.org/ALA-Academy](http://www.ALAforVeterans.org/ALA-Academy). You will need to login to access the recordings.
5. Familiarize yourself with all aspects of the organization by reading the Unit Handbook
6. The ALA Executive Committee is made up of five (5) Auxiliary members who are elected each year by the General Membership. These five (5) members meet to discuss any report of misconduct that has occurred with a Unit 291 Auxiliary member.
  - a) ALA Unit 291 is responsible for the actions of its members in order to have a safe and enjoyable environment that is shared by all members of the Post and their guests.
7. ALA members are given verbal and written rules to abide by while at the post and these are enforced by the ALA Executive Committee. If someone abuses these rules there will be disciplinary action for that abuse.

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

Bylaws:  
ARTICLE IV- UNIT OFFICERS

SECTION 1. The officers of this Unit shall be: President, First Vice President, Second Vice President, Secretary, Treasurer (the office of Secretary-Treasurer may

be combined), Historian, Chaplain, Sergeant-at-Arms, Assistant Sergeant-at-Arms, Parliamentarian, Junior Past President and Five (5) Executive Committee Persons. (Assistant Sergeant-at-Arms and Parliamentarian are optional.) (2019)

SECTION 2. The elective officers shall be: President, First Vice President, Second Vice President, Secretary, Treasurer, Chaplain, Historian, Sergeant-at-Arms & Assistant Sergeant-at-Arms and 5 Executive Committee Persons and shall be elected annually by majority vote at a meeting designated by a vote of the Unit, provided nominations and elections are held not earlier than April 1<sup>st</sup> or less than five (5) days prior to the opening of Department Convention. The Unit shall notify their membership and the District President of the time set for election. (2019)

SECTION 15. The Executive Committee shall serve as advisors to the Unit between meetings or make decisions at the call of the President.

#### Standing Rules

#### ARTICLE III - MEMBERSHIP

1. Annual membership dues will include an Auxiliary membership card and facilities access card which belongs to that member only. It cannot be loaned or used by any other person regardless of the relationship with that member. An Auxiliary member may bring up to (3) guests to the Post per visit. The Auxiliary member must stay with the guests) during their visit.

a. Any Auxiliary member who, when questioned about the potential misuse of their Post officer or Post employee, is subject to the discipline procedure as described in Article II - Section 10. Violation of this section may result in the deactivation of the access card as determined by the Executive Committee.

#### 10. Code of Conduct and Course of Action

a. No member shall harass, degrade, threaten, or harm another Auxiliary member, or disrupt any Auxiliary meeting either vocally or physically at any time. Members shall not conduct themselves in an unruly or argumentative manner towards any other Legion family member, guest, or Legion staff. This includes written, verbal, or electronic communication.

b. Once written notice of said incident is given to the Auxiliary President, the Executive Committee shall convene. 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.

c. Discipline may include temporary suspension of Post privileges. A member cannot be suspended for more than 12 months. For more serious violations, the member may be declared "Not in Good Standing" with a written notice requesting expulsion from the Unit sent to the Department of California as outlined in the ALA Unit Guide Book, Chapter 8.

## ARTICLE VI – EXECUTIVE BOARD

3. The President of the Unit, or the Executive Committee acting as one, are the only officers who can demand performance from the Chair. The President has the right to ask for the resignation of a non-performing Chair.