

**AMERICAN LEGION AUXILIARY  
NEWPORT HARBOR UNIT 291**

**JOB DESCRIPTION: JUNIOR PAST PRESIDENT**

(Updated 1/8/25)

**Position:** move to role by being Past President

**Purpose:** To aid the new president.

**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 the 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 Advise the President when requested.

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

Standing Rules:  
Nothing found

Bylaws:  
Nothing found

Unit Guide Book  
Nothing found