

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: AUXILIARY EMERGENCY FUND
(Updated 1/8/24)

Position: Chairman

Purpose: The Unit Auxiliary Emergency Fund (AEF) is to promote knowledge about the program, and to send information to members about the application process. The Unit Auxiliary Emergency Fund was created to help members who have endured a significant financial setback as the result of an act of nature or other personal crisis when no other source of aid is readily available. The AEF Unit Grants will be used for shelter, utilities, and food. Assistance will not be granted to pay for credit card debt nor medical expenses.

Duties and Responsibilities:

1. Attend General Membership meetings.
2. Assist in giving information on the Department and National Auxiliary Emergency Fund programs.

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

Standing Rules:
Nothing listed

Bylaws:
Nothing listed