

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: COMMUNITY DONATIONS
(Updated 1/8/24)

Position: Chairman

Purpose: The Donations Committee reviews and recommends organizations to donate to.

Duties and Responsibilities:

1. Attend all e-Board and General Membership meetings.
2. Method of receiving donation requests
 - a. Text
 - b. Email
 - c. People approach the Post
 - d. Meetings
 - e. Search for needy organizations
3. Look through military periodicals
 - a. Navy Times
 - b. VFW Magazine
 - c. Military Times
 - d. Army and Air Force Hometown News Services
4. Determine organizations worthiness
 - a. Use Charity Navigator
 - b. Must have good ratings or reviews
5. Present to the e-Board recommended donations to organizations and amount along with a brief summary of what the money will be used for.
6. Present to the General Membership recommended donations to organizations and amount along with a brief summary of what the money will be used for.

Additionally:

- Accountability is top priority for the organizations selected

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

Standing Rules:

Article VII, 2.0

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.