

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: EDUCATION
(Updated 12/18/24)

Position: Chairman

Purpose: To promote quality education for children; especially for military children and adults.

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
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. You will need to login to access the recordings.
5. Familiarize yourself with all aspects of the organization by reading the Unit Handbook.
6. Provide scholarships to the local graduating high school students.
7. Participate in the Give 10 to Education
8. Important Dates:
 - a) November 3rd week – American Education Week
 - b) March 1 – National scholarships due
 - c) April 15 – Purple Up! Day for military children
 - d) May 2nd week – Teacher appreciation week

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

Bylaws:

Nothing found

Standing Rules:

Nothing found

Unit Guide Book

Nothing found