

**AMERICAN LEGION AUXILIARY
NEWPORT HARBOR UNIT 291**

JOB DESCRIPTION: SALUTE TO SERVICE
(Updated 1/8/24)

Position: Chairman

Purpose: To serve as Chairman of the Salute to Service Committee. The Chairmen and Committee donate their time and skills to plan and execute a recognition event for graduating high school seniors entering the military service. They plan to attend military academies or ROTC programs, including identifying invitees, speakers and entertainment.

Duties and Responsibilities:

1. Schedule and chair at least two committee meetings a year; in January and May.
2. Become Familiar with the Auxiliary's Bylaws and Standing Rules.
3. Support the goals of the Auxiliary.
4. Understand any metrics or outcomes being measured. Collect information about the outcomes and measures and provide requested reports.
5. Prepare one article for publication in January and after the event end of May.
6. Adhere to required Guidelines for Publications. Obtain required approval for any materials distributed outside the Auxiliary.
7. Ensure minutes are taken at each Committee meeting. Obtain approvals for minutes and maintain all committee records.
8. Adhere to the committee budget; submit an annual budget request for the next fiscal year when requested.
9. Prepare an annual report for inclusion in the President's Annual Report.
10. Review job description annually and submit a revision to the Parliamentarian for Board approval.
11. Record all committee hours.

Committee Composition:

- 18 committee members. This number varies from year to year.
- Names and information in binder

Committee Responsibilities

1. Attend committee meetings and participate in planning activities. Support the committee's strategic plan.
2. Assume responsibilities discussed and assigned at the Committee Meeting.

Timeline:

June

- Review prior event to ensure any items for the next year are noted and plans are in place to meet the goals for next year
- Identify vice/co-chair and secretary

- Provide all information to incoming Chairman and arrange for smooth transition of responsibilities and resources
- Select date for next year and schedule on Post calendar

January

- Send out notices to principals, career guidance counselors, various recruiters, program participants, catering, florist, to inform of the date of Salute to Service Dinner event.
- Prepare articles for publication.

February

- Along with graphic design, create and print new posters for the event.
- Create online registration form

March

- Drop off posters to each high school, military recruiting stations
- Recruit Veterans to be table hosts
- Recruit Duffy boat captains and boats

April

- Ensure any position or committee-specific documents are updated on the Auxiliary website
- Connect with high schools to ascertain potential number of guests
- Have invitations printed and delivered to high schools and recruiters
- Continue recruitment of Veterans to be table hosts
- Continue recruitment of Duffy boat captains and boats

May

- Finalize RSVP count
- Contact caterer, flowers, guest speakers, music (ex. Orange County Community Chorale)
- Have program printed
- Check that Post or other location will be ready day of for decoration
- Make agenda for committee meeting to be held after May general meeting
- Prepare articles for publications.
- Provide information needed for year-end report
- Ensure all hours are reported

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

Bylaws:

Nothing found

Standing Rules:

Nothing found