

DISTRICT CHAIRMEN DUTIES

This position is appointed by the commander. You will be a nonvoting member of the Detachment Executive Committee. Your primary function is to assist, report and stay in contact with your appropriate assigned vice commander for your District, relaying information to him on how your district squadrons are functioning or requesting of him how the Detachment of Wisconsin can better serve our Squadrons.

Your responsibilities are devoted largely to Membership and that of assisting the Detachment Commander and Vice Commanders. Communication is the key to a successful year. Your office will require many things of you, including traveling. You will oversee only the Squadrons within your assigned District. In communicating with your assigned Squadrons, you should accomplish the following;

- Make sure a Squadron Officers Report Form is submitted annually to the Detachment Adjutant, and upon the election of new officers.
- Make sure that each Squadron turns in membership on a regular bases and that they reach 100% by no later then (30) days prior to the Detachment Convention.
- Have all Squadrons report some type of membership no later than September 14th. "No **Goose Egg Deadline**"
- Make sure Squadrons refer to the administrative forms available in the Squadron Manual, which must be used to obtain awards, supplies and etc.
- When requested, you should attend Squadrons meetings and assist the members as needed. (Some problem areas may arise, that should be handled by the Detachment Commander, Adjutant or the Advisory Committee.)
- Keep your Squadrons apprised of the Programs, Projects and Activities available to them Open a channel of communications with the Squadron, keeping information flowing from the Squadron to the Detachment and vice a versa.

You are required to assist the Detachment Commander at the Annual Membership Roundup, help out at Workshops and to attend all meetings of the Detachment. You may be required from time to time to take part in various functions and ceremonies throughout the year such as; Installations, Initiations, Presentations, Banquets, Testimonials, Oratorical Events, MIA/POW Ceremonies, King Pilgrimage, Spring and Fall American Legion District Conferences and etc.

You will be required to give written reports of your activities at all Detachment Executive Committee meetings. You may also be asked to write articles for the Badger Legionnaire and the Detachment SALute.

In your Officer Packet you will find guidelines for the Detachment "Dress Code". You will be required to purchase a District SAL cap and Name Tag from Emblem Sales.

You are also to stay in contact with the Detachment Commander on a regular base. (Phone, Letter or Email)

Available to you will be; Stationary, Envelopes, Membership Applications, Transfer and Change of Address Forms various Brochures and etc through the Adjutant. Travel allowances are provided through a voucher system submitted to the Finance Officer. There are limited funds for each District Chairman.

YOU ARE NOT EXPECTED TO AND OR SHOULD NOT TRY TO SOLVE PARTICULAR PROBLEMS AND SENSITIVE ISSUES BROUGHT TO YOUR ATTENTION, NOTIFY THE DETACHMENT COMMANDER, YOUR APPROPRIATE VICE COMMANDER OR THE DETACHMENT ADJUTANT TO ADDRESS THESE MATTERS.

Detachment of Wisconsin Assistant Adjutant G.L. LEROY6/7/07