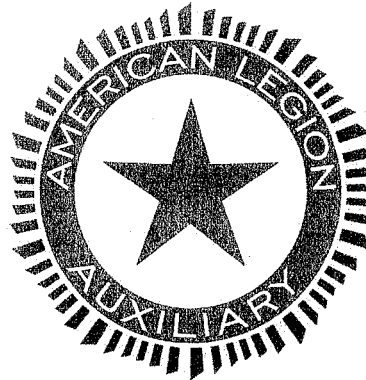


American Legion Auxiliary Department of Arkansas



Department Guidelines and Policies

Prepared by the Department Policies and Guidelines Committee
2016-2017

Final Adopted – September 17, 2016

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Attest:

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Guidelines and Policies of the American Legion Auxiliary Department of Arkansas

The American Legion Auxiliary, Department of Arkansas, is a non-profit, volunteer organization depending on membership as its prime source of revenue, with donations and fund-raising as an additional source. Therefore, it is of the highest importance that personnel and officers are dedicated and loyal to the Department and have a sincere desire to see that the organization is operated professionally, ethically and honestly, with efficiency, integrity and character. It is essential to maintain a deep regard for the members. Therefore, adherence to these *Guidelines and Policies* is imperative and confidentiality must be observed at all times.

1. The Department of Arkansas shall have Position Descriptions for all staff employees, to be reviewed every five years, and updated for accuracy as needed. A review can be requested by the Department President on approval of the Department Executive Committee prior to the five years.
2. The Department of Arkansas shall maintain an employee file for each paid employee. These files, if subject to FOIA, must contain a resume and federal and state withholding forms. Any other documents are excluded from this file, and may be maintained by a Department President in a personal file. Access to the Department President file may only be granted by the Department President and the Finance Committee Chairman. The Department President File will be passed from one Department President to the next Department President.
3. The Department Secretary and the Department Treasurer, as paid employees, are appointed on an annual basis by the incoming Department President, to conform with the Constitution and Bylaws of the Department of Arkansas. These positions report directly to the Department President and the Finance Committee Chairman. Although continuity is important in key positions, what is best for the Department of Arkansas and the membership is the most important factor in choosing and keeping paid employees.
4. These appointments must be approved annually by the Department Executive Committee at its first meeting. Approval of these positions must be documented in the Minutes of that meeting.
5. Upon recommendation of the Department President, the Department Executive Committee has the authority to remove these employees for such actions as theft, non-performance of duties, insubordination, frequent absenteeism, bad conduct, frequent tardiness, and any other non-compliance outlined in these *Guidelines and Policies*.
6. Personnel employed in these positions should maintain the skills and knowledge required to perform all aspects of their positions. The Department Secretary and the Department Treasurer must be knowledgeable in all programs of the Department and be proficient in the use of computers, computer software, copier machines and other routine office equipment.
7. Staff members must maintain good rapport with all whom they come in contact, as they are representative of the Department of Arkansas. In many cases, they are the only contact members and the public may have with the Department.
8. The Department of Arkansas maintains a headquarters location at 1415 West 7th Street, Little Rock, Arkansas, 72201. The Office hours are Monday through Friday, 9:00 a.m. until 3:00 p.m. Paid holidays are as follows: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, the Fourth of July, Labor Day, Veterans Day, Thanksgiving Day and the Friday following, Christmas Eve and Christmas Day. These holidays also coincide with other state and federal agencies.

9. Paid vacation time may be earned by staff working thirty (30) hours or more per week. Vacation time accrues at the rate of:
 - a. Earns one (1) week following the first year anniversary of employment;
 - b. Earns two (2) weeks following the second year anniversary of employment;

The vacation time must be taken within the fiscal year earned. One week may be carried over to the following fiscal year.

The Department Secretary may request to be paid for vacation time, or carry over the approved and unused vacation time, as specified above. The Department President and the Finance Committee shall review the budget for a request to be paid for vacation time.

10. Paid sick leave for staff working thirty (30) hours or more per week, is earned at the rate of one (1) day per month or a maximum of twelve (12) days per year. Sick leave can be cumulative. Any short-term disability must be reviewed and approved by the Department President and the Department Executive Committee. Sick leave may not be paid if not used, and cannot carry over to the next year.
11. Overtime will be paid for staff working thirty (30) hours or more per week. When hours exceed 35 hours in the week, a rate of overtime will be paid at 1.5 per hour.
12. The Department President must be informed of all time when either the Department Secretary or the Department Treasurer will be out of the office. The Department President may inform the Chairman of the Finance Committee, if necessary. Time reports must be maintained by the Secretary and the Treasurer, and submitted to the Department President for review and approval on a bi-weekly bases for payroll.
13. Temporary assistance is budgeted to be used during peak times and will receive prior approval by the Department President and/or the Chairman of the Finance Committee.
14. When using a personal vehicle, Travel inside the State of Arkansas may be reimbursed and paid at the rate of Business Class according to the current IRS Directive "Standard Mileage Rates for Business, Medical, and Moving". No personal expenses are reimbursed or paid for spouses or accompanying guests. If funds are pre-approved by the Finance Committee, an advance of anticipated expenses may be provided. Immediately upon return, a Department Expense Reimbursement Request Report will be completed and submitted to Department Headquarters which will include all receipts. No expenses will be reimbursed without receipt.
15. Disposal of Records is as follows:
 - a. Routine correspondence – three years
 - b. *Arkansas Legionnaire* – one copy for permanent file, others dispose of yearly
 - c. Membership information – a minimum of five (5) years
 - d. Minutes and records of Department Convention, Department Executive Committee meetings – a minimum of five (5) years
 - e. Department Treasurer accounting Records and Audits – a minimum of ten (10) years.

**DUTIES AND RESPONSIBILITIES OF THE
DEPARTMENT SECRETARY FOR THE
AMERICAN LEGION AUXILIARY DEPARTMENT OF ARKANSAS**

MEMBERSHIP:

1. Receive and input Unit Membership into the National ALAMIS system, resolving problems in a timely manner.
2. Prepare and transmit ALAMIS batch for membership utilizing e-check from General Fund for National dues requirement. Notify Department Treasurer of total deduction for Membership dues after transmission. Forward all membership checks to Department Treasurer for receipt record and accounting purposes.
3. Prepares reports and correspondence in relation to membership for the Department President and the Department Membership Chairman. May also send membership information to others as directed.
4. Enter member changes into National ALAMIS system from Member Data forms for changes to name, address, phone number, email, correction to continuous years, and deceased member records.
5. Prepare and enter member information for any special National recruiting programs and the procedures to implement and maintain those programs.
6. Work with National to rejoin former members, and assist Units in the completion of member recognition forms for National programs.
7. Assist Units and verify membership for Auxiliary Emergency Fund applications before submitting to National.
8. Assist Members following completion and submission of "Paid-up-For-Life" applications.
9. Assist Department President and Membership Chairman in setting Unit goals for the membership year.
10. Complete annual Audit of Unit Membership renewal cards received from National. Verify receipt of Unit Officer Certification from Unit before distributing membership renewal cards. Follow-up with Units who have not submitted Unit Officer Certification. Retain Unit Membership Renewal Cards at Department Headquarters until Unit Officer Certification is received.

DEPARTMENT AND NATIONAL CONFERENCES:

1. Assist the Department President in planning all Conferences and official meetings. Work with the American Legion to plan Mid-Winter Conference and Department Convention, ensuring Auxiliary needs are met for space, audiovisuals, meals and other accommodations as necessary.
2. Upon request of the Department President, contact National officers, speakers and special guests with invitations to Department functions.

3. Work with Delegation Chairman to coordinate and prepare all materials to Units for the proper registration of delegates to Department Convention. Confirm registration of Delegates, return Unit Delegate copies, and forward Delegate checks to Department Treasurer for receipt record and accounting purposes.
4. Coordinate and transport Department materials and flags to and from Conference and Convention locations, ensuring they are in proper place prior to the beginning of the event. Responsible for the welfare of the Department property.
5. Assist the Department President prior to Department Convention, including preparation of Call to Convention, Convention Book, Meeting Agenda, *Arkansas Legionnaire* articles, notifying members serving on Resolutions Committee, Credentials Committee, Rules Committee, Teller Committee, etc. Ensures credential and voting materials are prepared and transported.
6. Prepare Department Executive Committee meeting Minutes, and Department Convention Minutes for record.
7. Prepare and send all registration information for National Convention, including registration of Delegation Chairman, Department Page, Delegation Secretary, individual Delegates, Alternate Delegates and guests. Assist with Pre-Convention Committee Meeting Assignments, and notification for Delegation. Notify Department President and Delegation Chairman on National activities for the National Convention.

ARKANSAS GIRLS STATE PROGRAM:

1. Assist the Arkansas Girls State Director and the Department Girls State Committee in the planning and preparation of registration and registration materials to Arkansas High Schools and Department Units for distribution through email and USPS.
2. Assist Arkansas Girls State Director in the preparation of the Delegate Packet for attending students ensuring all National requirements are included.
3. Work closely with online registration vendor prior to the registration period and during registration to handle issues and questions. Keep Arkansas Girls State Director, and Department President involved with periodic status.
4. Receive Enrollment Applications and Registration Fees from High Schools, handling issues in a timely manner. Confirm registration of Delegates, prepare Political Affiliation, City, County and Dorm assignments, and forward Delegate checks to Department Treasurer for receipting and accounting records.
5. Revise annual Department brochure for Units and students. Order brochures, supplies and materials needed for the Arkansas Girls State Session, coordinating with the Director and Finance Committee as needed.
6. Prepare items at Department Headquarters for transport to the Arkansas Girls State Session. Provide a complete spreadsheet of Citizens and Delegates Registered to the Director, and her designee, prior to the Session. Coordinate pick-up and delivery of items taken to the Arkansas Girls State Session.
7. Route appropriate matters relating to Delegates, issues, special needs, etc., and attendees problems to the Director of Arkansas Girls State.

POPPY PROGRAM:

1. Assist the Poppy chairman in preparation and distribution of Arkansas Poppy program materials to Units. Prepare Poppy "Spring Distribution" and "Fall Distribution" order forms for Annual Forms Packet to Units.
2. Coordinate Poppy orders, ship orders as needed, and bring Poppies to Conferences and Conventions to fulfill orders to Units.

REHABILITATION PROGRAM:

1. Assist VAVS Representatives for the Department of Veterans Affairs Consolidated Hospital (LR/NLR) (598A), and the Veterans Affairs Healthcare System of the Ozarks (564), and any Associate Representative assisting at VA facilities in neighboring states. Sending information to Units and guests regarding activities including training, annual Gift Shop, and volunteer recruitment.
2. Assist VAVS Representatives for the Department of Veterans Affairs Consolidated (LR/NLR) (598A), and the Veterans Affairs Healthcare System of the Ozarks (564), to obtain volunteer hours, activities, dollars spent, and total Veterans served for each activity for the Department President Annual Impact Report for National.
3. Coordinate the pick-up and delivery of North Little Rock Gift Shop items stored at the Department Headquarters.

VA&R, SERVICE FOR VETERANS AND VAVS REPRESENTATIVES:

1. Prepare annuals forms for Department President appointments for Department of Arkansas VAVS Representative, Deputy Representatives and Associate Representative Reauthorization forms for the Department of Veterans Affairs Consolidated (LR/NLR) (598A), and the Veterans Affairs Healthcare System of the Ozarks (564). Verify member names, addresses, qualifications, and current membership status and prepare National form for submission. File with National and Veterans Hospitals.
2. Prepare annual appointment changes to add new Representatives, Deputy Representatives, Honorary Representatives, and Associate Representatives, make changes to Name/Address, remove any individual, or notate a deceased individual, as directed by National.
3. Maintain certified record of all Department President appointments for all Veterans Administration Medical Center (VAMC) locations for VAVS Representatives, Deputy Representatives and Associate Representatives. Coordinate with National VAVS Program Coordinator to ensure all Department records with National are current, filed and accurate.
4. Assist VAVS Representatives for each VAMC location to order supplies as needed. If expenses are incurred, coordinate and seek approval for expense with Department President and Finance Chairman.
5. Assist VAVS Representatives and Deputies from all locations with the preparation of correspondence and reports.

MISCELLANEOUS DUTIES:

1. Receive and open all incoming mail and correspondence. Distribute mail as necessary.
2. Prepare responses to routine correspondence.
3. Prepare and coordinate all outgoing correspondence with Department President which includes correspondence and materials to the public and informational mailings to Units and Department Executive Committee.
4. Maintain list of current year Department Officers, Division Vice Presidents, District Presidents, Unit Officers, Committee Chairmen, and Past Department Presidents.
5. Maintain supply of office materials and National publications as needed for Units, members, etc.
6. Prepare an Annual Forms packet for the year with all forms needed for the Units, Districts, etc.
7. Prepares Minutes of Department Executive Committee meetings, and Minutes of the Department Convention and maintains Minutes book. Minutes will be distributed and available as needed for reading and vote.
8. Assist Department President in the preparation and distribution of Agenda for all official meetings.
9. Prepare Department Executive Committee Roll Call listing.
10. Keep the Department Headquarters Office area in order, demonstrating a well-organized and efficient operation.
11. Ensure waste receptacle is at the curb for scheduled waste haul days, and return to building when empty.
12. Discuss upcoming expenses as needed and any building maintenance issues with the Department President and the Finance Committee for budget considerations.
13. As Auxiliary Editor, Coordinate with Department President, and prepare articles for *Arkansas Legionnaire*. Contact Officers and Committee Chairman to request articles, and reports on dignitaries and special events of the American Legion Auxiliary.
14. Perform other administrative duties assigned by the Department President.

**DUTIES AND RESPONSIBILITIES OF THE
DEPARTMENT TREASURER FOR THE
AMERICAN LEGION AUXILIARY DEPARTMENT OF ARKANSAS**

FINANCIAL RECORD MAINTENANCE:

1. The Department Treasurer is a part-time position, appointed by the Department President, working a minimum of ten (10) hours per week, and extra during peak periods approved by the Finance Committee during annual year-end closing, budget preparation, and preparing reports for the Finance Committee as needed.
2. Responsible for the accurate maintenance of all financial accounting records of the Department of Arkansas, reporting to the Finance Committee Chairman and the Department President.
3. Attend all Department Conferences and Department Convention.
4. Maintain knowledge of financial needs of the Department, administering the annual budget as directed by the Finance Committee.
5. Secure and maintain all records, files, contracts and checkbooks at the Department Headquarters office, with keys available to Department President, Finance Committee Chairman and Department Secretary. Documents and checkbooks may only leave the Headquarters building with explanation and authorization from the Department President and Finance Committee Chairman.
6. Relay information regarding income and expenditures to the Department President and the Finance Committee as requested. May make recommendations for expenditures.
7. Assist in the preparation of the Annual Budget, to be prepared and submitted to the Finance Committee within the first thirty (30) days from the beginning of the fiscal year. Upon approval and implementation of Finance Committee recommendations, prepare the Annual Budget for presentation and approval by the Department Executive Committee.
8. Attend Finance Committee meetings, making notes in order to compile the Annual Budget. Makes recommendations for changes in budget, based on activity within prior years.
9. Arrange signatory changes for banking within the first thirty (30) days from the beginning of the fiscal year, immediately after new Department Officers, Department President and Finance Committee members assume their duties.
10. Research and audit account payable bills for accuracy, resolving any discrepancies before presenting them to the Finance Committee for approval.
11. Receipt all incoming funds for all programs and committees including membership, poppy, gift shop, donations, memorials, Christmas cheer, Unit financial obligations, Arkansas Girls State, etc., assigning receipt numbers and proper budget allocation for financial reporting.

12. Consult Finance Committee for approval on all expense report reimbursements. The Finance Committee must approve in advance all purchases and expenditures above \$200 allocated within the budget. The Finance Committee must approve all expenditures, regardless of the amount, even if they are specifically allocated within the budget.
13. Prepares checks (expense report reimbursement, accounts payable, payroll, etc.) on a weekly basis for signature by the Finance Committee. Check will be completed in full with payee and amount prior to signature by designated signee. Two signatures are required for each check written and for each expenditure.
14. Maintain accurate and timely record of all funds in all accounts for the Department. Prepares all Financial Reports upon request by Department President and Finance Committee Chairman.
15. With Finance Committee approval, reimburse authorized Department Officer and Chairmen for activities.
16. With Finance Committee Chairman, discuss any budget over-expenditure or contemplated disbursement not included in Annual Budget.
17. Assist in the reconciliation of all bank accounts monthly, and disburse any pass-through funds as part of month-end reconciliation activities. Correct any bank errors or account allocation errors.
18. Prepare and distribute an accurate quarterly report to the Department President and the Finance Committee, which includes a Profit and Loss Statement, and all individual detail activity and expenditures posted to the budget, and a remaining balance value.
19. Prepare and distribute to the Department President and the Finance Committee an accurate final year-end report within the first thirty (30) days from the beginning of the fiscal year. This report will show beginning balances, activity and ending balances for all budget allocations.
20. Prepare all financial records for internal annual Audit Committee. The internal Audit Committee will be appointed by the Department President to review all accounting and financial activity. The Department Treasurer will openly assist the Audit Committee, and answer all questions and submitting all deposit information and all invoices, accounts payable, expense, and distributions.
21. Prepare all financial records for an external audit conducted by a Certified Public Accountant. Work with CPA providing any information and details required during the external audit. The external audit is to be completed and prepared for presentation to the Department Executive Committee members at the Mid-Winter Conference.
22. When called upon, assist in any fund-raising functions for the Department, Department President, Department Fund-Raising Chairman, or other activities at conferences and convention. Keep accurate reports for every fund-raising activity.
23. Implement all financial arrangements needed for all official Department Conferences and Department Convention, as approved by Finance Committee. Pay all bills and invoices approved by the Finance Committee at the end of the event. Any differences in the bill which were not authorized are discussed with the Department President and the Finance Committee.

24. Make all travel and hotel arrangements for Department Officers, Chairman and National Convention delegation where impact with Department Annual Budget is involved. Purchase airline tickets in advance, seeking the most economical fare within time frames. Informed on all travel proposed and costs for budgetary purposes, and approved by the Finance Committee.
25. Review and research better interest rates for the Department investments and credit expenses, and makes full disclosure and recommendations to the Finance Committee and Department Executive Committee for their approval.
26. Locate other sources for Poppies, when Department poppy inventory is depleted. Communicate with other American Legion Auxiliary Departments, or Emblem Sales, to locate poppies and negotiate the cost of poppies and labels.
27. Send invoices to Department Units for unpaid poppies, bond fees, Unit Financial Obligations or fund-raisers.
28. Maintain records of status of Unit Financial Obligations to meet 5-Star Citation.
29. Attend Arkansas Girls State Session, acting as Treasurer. If unable to attend, designate a qualified replacement with the approval of the Finance Committee Chairman.
30. Receipt all income for the Arkansas Girls State Session, including Delegate Enrollment Registration fees, on-site Registration fees, Scholarship fees, Nationalist/Federalist Competition fees, Canteen Sales, etc. At the end of the Session, prepare all accounts payable for review and audit by the Finance Committee, prepare all checks for approved disbursements. Enter all information into the financial accounting records. Transfer the approved annual budget allocation into the General Fund at the end of the Session.
31. Maintains knowledge on generally accepted accounting skills and practices. Follows directives adopted by the Department Executive Committee regarding her adherence to their organizational policies and procedures and to all standard accounting principles, practices and protocols.
32. When called upon, work with Department Secretary in order to maintain an efficient office.

Approved and Adopted by the DEC on September 17, 2016



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