

# **Job Description**

## **Department Adjutant**

### **The American Legion Department of Indiana**

### **September 2018**

**I. Authorization:** The position of Department Adjutant is authorized by Article VIII. Sec. 3 of the Constitution of The American Legion, Department of Indiana. It is an appointive office, such appointment to be made by the Department Commander with the concurrence of the Department Executive Committee.

**II. Condition of Employment:** The Department Adjutant shall serve a probationary period of not more than two years, after which he or she shall serve without tenure, provided the appointment is confirmed by the Department Executive Committee, and be subject to removal only by a two-thirds vote of the Department Executive Committee.

**III. Status:** The Department Adjutant is a paid appointive office. The position is exempt from federal wage and employment standards. As an employee of the Department of Indiana, the incumbent reports directly to and through the Department Commander and Department Executive Committee, and is subject to the policies, rules and guidelines contained in the Employee Handbook as revised and approved by the Department Executive Committee from time to time.

**IV. Responsibilities:** The Department Adjutant shall serve as the Chief Administrative Officer of the Department of Indiana. The responsibilities of the Department Adjutant include but are not necessarily limited to those set forth in Article II, Sec. 3 of the By-laws of The American Legion, Department of Indiana:

“The Department Adjutant shall be charged with the administration of policies and mandates of the Department Convention, the Department Executive Committee and the Department Commander. He/she shall be charged with the general co-ordination of all Committees and shall report when and as required to the Executive Committee or Department Commander on the activities of such Committees.

“The Department Adjutant shall act as the Secretary of the Department Executive Committee and the Secretary of the Department Convention. He/she shall be authorized in the event of death, resignation or removal of the Department Commander, to summon the Department Executive Committee for the election of a successor. He/she shall perform such other duties as are usually incident to such office.”

**V. Additional Constitutional Duties and Responsibilities:**

- Investigate and recommend sites for the annual Department convention (Art. VI, Sec. 1)
- Serve as member of the Dept. Executive Committee with voice, no vote (Art. VII, Sec. 1)
- Serve as member of the Strategic Planning Committee (Art. I, Sec. 13, By-laws)
- Serve as *Ex officio* Secretary of the Finance Committee (Art. IV, Sec. 1, By-laws)

## **VI. Other Duties:**

- Administer and execute the mandates and policies of the Department Convention, Department Executive Committee and Department Commander
- Manage, maintain and secure Department-owned real property
- Recommend policies and strategies for consideration by decision-making bodies and officers
- Schedule, plan, coordinate and implement all elements of Department conferences, conventions, meetings, and seminars.
- Oversee the legislative program of the Department
- Prepare and distribute notices, agendas and schedules of events for all official meetings
- Maintain and distribute minutes of all committee and commission meetings
- Prepare and maintain a record of proceedings from the annual Department convention
- Receive, register and present for consideration all resolutions to go before the DEC and Department Convention, and report disposition of the same
- Hire, train, supervise and evaluate employees of the Department Headquarters
- Recommend personnel policies and procedures for compliance with all state and federal employment standards
- Serve as liaison to permanent and ad hoc committees of the Department as assigned
- Participate in state-wide district and post meetings.
- Oversee preparation of and adherence to the annual budget
- Advise and assist all Department Officers and Committees in the proper conduct of their responsibilities
- Oversee the administration, financial status and records-keeping of the department membership program
- Administer department program and membership awards
- Comply with all reporting and administrative duties imposed on the Department by the National Organization as set forth in the Department Adjutant's Administrative Manual.
- Recommend and implement Public Relations, Publicity, and Advertising Initiatives
- All other duties as are usually incidental to the office of Chief Administrative Officer.

**VII. Membership Eligibility:** The Department Adjutant must meet all eligibility criteria for a member of The American Legion, and be or become a member of a duly chartered Indiana American Legion Post at the time of employment. The Department Adjutant will provide evidence of continuing membership to the Department Adjutant annually.

**VIII. Working Conditions:** The normal workday for the position is currently 8:30 a.m. to 4:30 p.m. Monday through Friday, subject to change based on the needs of The American Legion, Department of Indiana. Additional weekend and weeknight hours are frequent and a routine part of the position. Department employment policies make no provisions for additional pay or compensation for hours worked above the normal work day. Significant travel involved.

**IX. Minimum Qualifications and Experience**

- Undergraduate degree from an accredited US college or university (comparable military education and experience, or long-term experience in department employment may be an acceptable alternative)
- Familiarity with American Legion programs and activities
- Excellent computer skills (PC Environment, MS Operating System)
- Excellent written communication skills
- Excellent public speaking skills
- Demonstrated Administrative and Leadership skills and experience

**X. Salary and Benefits**

Salary range \$55,000 \$75,000 per year, commensurate with experience. Liberal paid holiday and vacation schedule, sick time, employee insurance, 401k, company vehicle.