

**Official Position Description, Department Adjutant
The American Legion, Department of West Virginia**

- I. Authorization: The position of Department Adjutant is authorized by Article VI. Sec.4 of the Constitution of The American Legion, Department of West Virginia. 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 eighteen months and 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 (Not-for-Profit) Department of West Virginia, the incumbent reports, directly to and through the Department Commander and approval or denial of the Department Executive Committee and is subject to The Department of West Virginia policies to comply, execute and adhere to, during their tenure in office.
- IV. Responsibilities: The Department Adjutant shall serve as the Chief Administrative Officer of the Department of West Virginia. The responsibilities of the Department Adjutant include but are not necessarily limited to those set forth in Article VI. Sec 4 of the constitution and Article II. Sec. 3 of the By-Laws of the American Legion, Department of West Virginia:

"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 coordination 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 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:

1. Investigate and recommend sites for the annual Department Convention (Art. II Sec. 3)
2. Serve as member of the Department Executive Committee with voice, no vote (Art. II Sec. 3)
3. Serve as member of the Strategic Planning Committee (Art. II Sec. 3)
4. Serve as ex officio Secretary of the Finance Committee (Art. II Sec. 3)

VI. Other Duties

1. Administer and execute the mandates and policies of the Department Convention, Department Executive Committee and Department Commander
2. Manage, maintain and secure Department-owned or controlled real property, monies, and monetary assets
3. Recommend policies and strategies for consideration by decision-making bodies and officers
4. Schedule, plan, coordinate and implement all elements of Department Conferences, convention, meetings and seminars. Meet with staff to verify all elements are complete for Mid-Winter Conference. Meet with staff to verify all elements are complete for State Convention. Hotel Contracts, Banquet Event Orders/Mid-Winter Conference & State Convention. Hotel Contract/National Convention.
5. Oversee the legislative program of the Department.
6. Prepare and distribute notices, agendas and schedules of events for all official meetings.
7. Maintain and distribute minutes of all committee and commission meetings.
8. Prepare and maintain a record of proceedings from the annual Department Convention.
9. Receive, register and present for consideration all qualified resolutions to go, before the Department Executive Committee and Department Convention and report disposition of the same.
10. Hire, train, supervise and evaluate all employees of the Department Headquarters.
11. Recommend personnel policies and procedures for compliance with all state and federal employment standards.

12. Serve as liaison to permanent and ad hoc committees of the Department as assigned.
 13. Participate, when reasonably possible, in all state-wide Spring District Conventions, state-wide Fall District Conferences.
 14. Oversee preparation of and adherence to the annual budget (American Legion & SAL, Boys State and all other Programs of the Department).
 15. Advise and assist all Department Officers and Committees in the proper conduct of their responsibilities.
 16. Oversee the administration, financial status and records-keeping of The Department Membership Program.
 17. Administer Department Program, Membership, and Merit, Recognition, or other approved Department Awards.
 18. 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.
 19. Recommend and implement Public Relations, Publicity and Advertising Initiatives.
 20. All other duties as are usually incidental to the office of Chief Administrative Officer.
 21. Annual Washington, DC trip, oversee all reservations and pre-registrations.
 22. Annual National Spring Meetings, oversee all reservations and pre-registrations.
 23. Annual National Membership Workshop, oversee all reservations and pre-registrations.
 24. Schedule, plan, coordinate and implement all elements: Department Membership Workshop
 25. Annual National Fall Meetings, oversee all reservations, pre-registrations, order tickets for Ye Stievos and National Commander's Homecoming.
- VII. Membership Eligibility: The Department Adjutant must meet all eligibility criteria for a member of The American Legion and be, or promptly become, a member of a duly chartered West Virginia American Legion Post (excluding the Headquarters Post 200) at the time of employment. The Department Adjutant will provide evidence of continuing membership annually.
- VIII. Working Conditions: The normal workday for the position is currently 8:00 a.m. to 4:00 p.m. Monday through Friday. The (5) five-day work week is at the physical address: 2016 Kanawha Blvd. East, Charleston, West Virginia 25311 (Department Headquarters). Additional weekend and weeknight hours are frequent and a routine part of the position. Department employment policies make no provision for additional pay, or compensation for hours worked above the normal workday. Significant travel involved.
- IX. Minimum Qualifications and Experience:
1. Post-high school degree from an accredited college, or university (comparable military education and experience, long-term experience in Department Employment, or equivalent professional experience may be an acceptable alternative)
 2. Familiarity with American Legion programs and activities.
 3. Excellent computer skills (PC Environment, MS Operating System).
 4. Excellent written communication skills.
 5. Excellent public speaking skills.
 6. Demonstrated administrative and leadership skills and experience.
- X. Personal and Professional Attitudes & Characteristics:
1. Collaborative - seeks to accomplish tasks and goals in cooperation with other staff and volunteer leaders.
 2. Innovative - seeks new ways to accomplish traditional tasks; understands and utilizes emerging technology; open to new ideas.
 3. Diplomatic - skilled at managing and motivating volunteer workers.
 4. Energetic - Comfortable with multiple tasking, long hours.
 5. Imaginative
 6. Skilled and Adept in research and evaluating opportunities and proposals.
 7. Persuasive -Ability to "sell" ideas and initiatives.
- XII. Salary and Benefits: Salary \$40,000 per year, plus a limited expense account and Executive Committee approved company vehicle for Legion business beyond headquarters. Liberal paid holiday and vacation schedule, sick time, Roth IRA (eligible, after (3) three years and beyond.) Submit Resume by **February 1, 2025**: Jeff Wisley, Dept. Commander, 118 Sarah Grace Lane, Lavalette, WV 25535; JeffWisley@gmail.com, or Dept. Headquarters, P.O. Box 3191, Charleston, WV 25332; wvlegion@suddenlinkmail.com. Receipt of Resume will be confirmed from Dept.