



**Position Description: Department Secretary – American Legion Auxiliary (Department of Alaska)**

**Position Summary:**

The Department Secretary serves as the key administrative and operational officer for the American Legion Auxiliary, Department of Alaska.

This position is responsible for the efficient management of departmental operations, records, and communications while ensuring compliance with the American Legion Auxiliary Constitution and Bylaws.

The Secretary acts as the central point of coordination among Department officers, units, and committees, supporting the mission of the ALA to honor and serve veterans, military, and their families through “Service Not Self.”

This position requires strong organizational ability, professional judgment, confidentiality, and dedication to the Auxiliary’s values.

**Purpose of the Position:**

To manage and oversee the operational, administrative, and governance functions of the Department of Alaska American Legion Auxiliary (ALA), ensuring efficient and transparent operations in alignment with the organization’s mission and objectives.

**Reports To:**

Department President and Department Executive Committee (Board) of the ALA – Department of Alaska.

## Essential Functions & Percentage Breakdown

%	Major Function	Key Responsibilities
60%	Operational & Administrative Management	<ul style="list-style-type: none"> <li>• Serve as the principal executive/secretarial officer of the Department.</li> <li>• Oversee day-to-day operations, including correspondence, records, membership reports, and communications.</li> <li>• Maintain accurate minutes, motions, and resolutions of all Department meetings.</li> <li>• Manage Department files, archives, and historical records in accordance with ALA and legal requirements.</li> <li>• Prepare agendas, distribute notices, and ensure timely communication to officers, units, and committees.</li> <li>• Assist in the preparation of annual reports, budgets, and administrative summaries.</li> <li>• Provide administrative continuity between the Department and units.</li> </ul>
30%	Governance, Policy & Strategic Support	<ul style="list-style-type: none"> <li>• Support the Department President and Executive Committee in governance and compliance matters.</li> <li>• Prepare board materials, distribute meeting information, and record decisions accurately.</li> <li>• Maintain official records and ensure compliance with nonprofit and corporate filing requirements.</li> <li>• Advise leadership on operational risks, internal controls, and process improvements.</li> <li>• Participate in strategic planning and policy development as part of the Department's leadership team.</li> </ul>
10%	Support & Coordination of Programs, Units & Stakeholders	<ul style="list-style-type: none"> <li>• Serve as liaison between the Department and Alaska's ALA units.</li> <li>• Provide guidance to unit secretaries on reporting, membership procedures, and compliance with ALA policies.</li> <li>• Support Department committee chairs in planning and reporting program activities.</li> <li>• Coordinate communications with The American Legion, Sons of The American Legion, and other veteran service organizations.</li> <li>• Represent the Department at functions and meetings as directed by the President.</li> </ul>

## Qualifications & Competencies

- Commitment to the mission and values of the American Legion Auxiliary.
- Excellent organizational, administrative, and communication skills.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and database management systems.
- Proficiency in Google Docs.
- Versatile in meeting platforms such as Zoom or Google Docs.
- Knowledge of nonprofit governance and record-keeping best practices.
- Strong interpersonal skills and ability to maintain confidentiality.
- Experience working with volunteers, committees, and governing boards.
- Ability to follow written and verbal directions.
- Ability to work independently with minimal supervision
- Perform other duties as requested or assigned.
- Preferred: prior experience in an ALA unit, department, or related veterans' organization.

## **Work Environment & Terms**

- This is a key leadership and management position for the Department of Alaska.
- May be a paid employee or contracted position depending on Department policy and budget.
- Work may be performed remotely or at the Department office as needed.
- Some travel within Alaska and occasional attendance at national or regional ALA events may be required.
- This position is responsible for granting access to the National Membership Information System, (ALAMIS), for membership processing.
- This position may be responsible for/or assisting in the processing of membership.
- This position is a signer on the Department bank accounts and will have a debit card to process membership as needed.
- Attendance at Department Executive Committee meetings, annual conventions, and official events is mandatory.
- This position is a member of the Alaska Girls State Board of Directors. Attendance at those Board meetings is also mandatory and will have the same responsibilities for those meetings as for Department meetings.

## **Performance Metrics / Success Indicators**

- Accurate and timely preparation and distribution of minutes, reports, and correspondence.
- Organized and accessible Department records and archives.
- Compliance with ALA and nonprofit governance requirements.
- Positive feedback from Department leadership and units regarding responsiveness and professionalism.
- Evidence of improved efficiency and communication within the Department.

## **Additional Notes**

- The Department Secretary works closely with the Department President, Treasurer, and other elected officers.
- Responsibilities should be clearly defined in the Department Operations Guide or Board policy.
- This position description should be reviewed annually for accuracy and relevance.
- Continuity and professionalism in all administrative and public interactions are essential to the success of the Department and the reputation of the ALA.

Approved by:  \_\_\_\_\_

Date: 17 Feb 2026