

Department Secretary/Treasurer

American Legion Auxiliary, Department of Colorado

Reports To

You will report to the American Legion Auxiliary, Department Executive Board of Colorado and to the Department President directly.

Job Overview

You have responsibility to attend all ALA Department of Colorado and required National meetings, prepare agendas as directed, take and publish the minutes of proceedings. You are custodian of all funds, preparing and distributing all monthly financial reports, and writing all checks for Department as approved by the finance committee. You will be fielding all questions from ALA members in Colorado as sent to Headquarters and referring these to the proper people for answers. You will oversee the membership clerk and maintain membership records. You are an ALA member in good standing.

Responsibilities and Duties

- Provide direction to the new ALA leadership each year concerning fall District conferences, Mid-year Conference and Convention.
- Record all proceedings of Department Convention, the Pre and Post Convention Department Executive meetings, special Department Executive Board meetings, and all the records of the Department.
- Distribute all communications to the members, calls to meetings, and reports.
- Manage all Department funds and issue all authorized checks.
- Provide a treasurer's report as required.
- Function as the statutory Agent of the American Legion Auxiliary Colorado Girls State and manage all funds and pay all bills for this program.
- Sign all contracts for the American Legion Auxiliary with the approval of the Department Executive Board.

Qualifications

- Training in general office and accounting procedures. (Microsoft Office; Quickbooks)
- Possesses knowledge and understanding of the ALA, Department of Colorado.
- Understands maintaining records including financial, membership, and minutes.
- Possesses a pleasant and friendly personality and enjoys working with many people. Can function with neutrality and objectivity.
- Must be bondable.
- Can travel to work at the Headquarters in Denver, make trips to the bank as needed, and help prepare and deliver materials as required to meetings.