



### **CHILDREN AND YOUTH COMMITTEE**

**MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:** The Committee shall have fourteen (14) members, one (1) Chairperson representing his/her respective district and thirteen (13) Region Chairpersons from remaining respective districts. Committee members shall serve a term of one (1) year and are appointed by the Department Commander. Committee members may be annually reappointed at the discretion of the Department Commander.

The Department Adjutant shall serve as an ex-officio member of the Children and Youth Committee.

A member of the Department of Ohio serving currently on the National Committee on Children and Youth, Committee on Youth Education, or The Child Welfare Foundation shall be named as an “ex officio” member.

The Department Adjutant shall assign a member of the Department Staff to serve as liaison and advisor to the Department Children and Youth Committee.

The rules of this committee will be reviewed by the Children and Youth Committee and submitted to the Department Executive Committee (DEC) for approval at the August DEC Meeting.

**RESPONSIBILITY:** The Committee shall fundraise, plan, supervise, direct, and coordinate The American Legion Child & Youth programs and activities that promote and encourage the care, protection, and well-being of children and youth. The Committee shall establish and review the rules and budget for the committee annually.

1. The committee shall submit an annual budget for review by the Finance Committee no later than June 15<sup>th</sup>.
2. The committee shall coordinate with Department Headquarters for the development of committee/program content to be posted on the website, in the newsletter, and/or all other media outlets.
3. The committee shall encourage increased participation and promotion of programs and activities by Posts.
4. The committee shall establish rules, fees, and deadlines associated with program activities.
5. The committee shall coordinate with Department Headquarters to secure venues and locations for activities.
6. The committee shall select awards and activities associated with program events.
7. Assure care and protection for the children of veterans.
8. Improve conditions for all children and youth with due concern for maintaining the integrity of the family home.
9. Prevent social and physical ills of children and youth where possible, utilizing services of and cooperating with sound organizations and agencies for children and youth.
10. Maintain a balanced program that provides for their physical, emotional, intellectual and spiritual needs.

11. The Committee shall plan, supervise, direct and coordinate all Children & Youth Programs of the Department, and the Committee shall encourage greater Post participation in Children & Youth programs.
12. The Committee is responsible for organizing and judging Department Children & Youth Awards from the Consolidated Post Reports.
13. The committee is responsible for promoting the School Awards Program, and the coordination of other Department and National Education Programs.
14. Further, the Committee shall cooperate fully with the similar committee within the Ohio Department of The American Legion Auxiliary and the Sons of The American Legion.

#### AUTHORIZED MEETINGS:

1. Standing Committee Meetings (JUL): Standing Committee Meetings are normally held in July following the Department Convention. All members of the Committee are authorized to attend at mileage only.
2. Fall Americanism Committee Meeting (OCT): The Committee Chairman will meet in October at Headquarters post the National Children & Youth Conference held in Indianapolis, IN. The Committee Chairman is authorized to attend if they receive a call-in from National.
3. Spring Committee Meeting (MAR/APR): The Committee shall meet in the spring for budget and program planning. All members of the committee are authorized to attend at mileage only.

If additional face to face meetings are required, the Department Commander may so authorize upon the petition of the Child and Youth Committee Chairperson. Reimbursement shall be at mileage only.

Any additional committee meetings are authorized to utilize the Department Conference Call service. Reimbursement is not authorized for these meetings.

**OTHER AUTHORIZATION AND/OR DIRECTIONS:** The Chairperson is required to provide a report of the Committees activities to the August, Spring Department, and Pre-Convention Department Executive Committee (DEC) meetings and annually to the Department Convention. The Chairperson shall annually submit a proposed Commission budget to the Finance Commission before the Spring DEC meeting.

#### REIMBURSEMENT:

1. Vouchers: All expense vouchers must be submitted to the Department Children & Youth Coordinator 14 days following the meeting.
2. Mileage: The reimbursement for cost of mileage by private automobile shall be at the rate of thirty-five (\$0.35) cents per mile, roundtrip.
3. Per Diem: Travel within the state of Ohio, incidentals allowance is paid at a rate of twenty (\$20) dollars per day. A lodging allowance is paid at a rate of fifty (\$50) dollars per day for approved overnight stays; lodging receipt must accompany the voucher.