

THE AMERICAN LEGION DEPARTMENT OF



HIO

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RELIGIOUS EMPHASIS COMMITTEE

MEMBERS OF COMMITTEE AND APPOINTMENT PROCEDURE:

The Committee and all subcommittees shall have fourteen (14) members, one (1) Department Chaplain appointed by the Commander representing his/her respective district and thirteen (13) Region Chairpersons from the remaining respective districts. Committee members shall serve a term of one (1) year and are appointed by the District Commander and Department Commander. Committee members may be annually reappointed at the discretion of the District Commander and Department Commander.

The Department Adjutant shall serve as an ex-officio member of the Religious Emphasis Committee.

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

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

RESPONSIBILITY:

The Committee shall fund raise, plan, supervise, direct, and coordinate The American Legion Religious Emphasis programs and activities for the observance of the Anniversary of the sinking of the S.S. Dorchester and the heroism demonstrated by four valiant Chaplains. The Committee shall establish and review the rules and budget for the committee annually.

1. The committee shall review an annual budget set by the Finance Committee no later than October 30th.
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 Religious Emphasis programs and activities by Posts.
4. The committee shall establish rules, fees, and deadlines associated with Religious Emphasis 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 Religious Emphasis program events. The Department Chaplain and members of the Religious Emphasis Committee shall review the applicants at Department Convention for the Father Duffy Award and Chaplain of the Year Award and make recommendations.

AUTHORIZED MEETINGS:

1. Fall Religious Emphasis Committee Meeting (OCT): The Religious Emphasis Committee will meet in October at Headquarters after the National Religious Emphasis Conference held in Indianapolis, IN. All members of the Committee are authorized at mileage only.
2. Spring Religious Emphasis Meeting (MAR): 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 Religious Emphasis 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 DIRECTION:

The Chairperson is required to provide a report of the Committees activities to the August, Mid-Winter, Spring Department, and Pre-Convention Department Executive Committee (DEC) meetings and annually to the Department Convention if committee meetings have taken place. 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 Adjutant by the 15th of the following month of which expense was incurred.
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.