

DEPARTMENT OF WASHINGTON

National High School Oratorical Contest

Personnel Duties and Responsibilities

Department Chairman

1. Attend National Americanism Workshops in Indianapolis
2. Organize and conduct Department Oratorical Contest
3. Submit the annual Oratorical budget to the Department Finance Commission
4. Ensure that all Area and District Chairmen are kept aware of all updates
5. Report to the Department Executive Committee at Mid Winter
6. Report to the Department Convention
7. Arrange for Department Champion to attend Department Convention
8. Act as liaison between Department and the National organization on all Oratorical matters
9. As budget allows send one Vice Chair to the National Contest
10. Call Committee meetings as required
11. Ensure that Oratorical Contest Material is distributed as required
 - Mail Material to District Chairmen by August 15th
 - Mail Material to all High schools by September 1st
12. Assist Area, District and Post Chairman as required
13. Submit required reports to Department and National Americanism Commission
14. Write Articles for Washington Legionnaire promoting Program

Area Vice Chairmen

1. Attend and assist Chairman in organizing and conducting Department contest
2. Ensure that District Chairmen know and understand their duties
3. Keep Department Chairman aware of all Oratorical related events in Area
4. Attend all District Conferences and workshops in Area
5. Maintain Communications with District Chairmen
6. Assist District and Post Chairmen as required

District Chairmen

1. Prior to 1 August, ensure that Department Chairman has your correct contact information; Name, Address, Phone and/or Cell number, Email address.
2. Prior to 1 September contact each Post Commander and get contact information on each Post Oratorical Chairman. If unable contact Department Chairman.
3. Ensure that Post Chairmen know and understand their duties
4. Attend District Conferences and Area Workshop
5. Attend all Oratorical related functions in District
6. Attend and assist in conducting Department Contest
7. Assist Post Chairmen as required

Post Chairmen

1. During September, contact all High Schools in Post service area and ensure they are aware of the Oratorical Program. Ensure that schools have contest flyers and contact information.
2. Identify each High School contact person and inform District Chairman (May be Principal, Counselor, Teacher, Librarian, Coach, etc.)
3. Arrange for someone to speak about contest at school function (assembly) during September or October.
4. If necessary organize fund raiser to sponsor one or more contestants
5. Organize Post Certification contest prior to 10 January. District and Area Chairmen will assist.
6. Ensure that Department Certifying Officer has Application with sponsorship fee no later than 1 January, and Certification form prior to 15 January.
7. **REMEMBER**, it takes most contestants several months to prepare a competitive Oration. **START EARLY**