

DEPARTMENT OF WASHINGTON
National High School Oratorical Contest
Personnel Duties and Responsibilities

Department Chairman

- Attend National Americanism Workshops in Indianapolis
- Organize and conduct Department Oratorical Contest
- Submit the annual Oratorical budget to the Department Finance Commission
- Ensure that all Area and District Chairmen are kept aware of all updates
- Report to the Department Executive Committee at MidWinter
- Report to the Department Convention
- Arrange for Department Champion to attend Department Convention
- Act as liaison between Department and the National organization on all Oratorical matters
- As budget allows send one representative to the National Contest
- Call Committee meetings as required
- Ensure that Oratorical Contest Material is distributed as required
 - Mail Material to District Chairmen by September 15th
 - Mail Material to all High schools by September 15th
- Assist Area, District and Post Chairman as required
- Submit required reports to Department and National Americanism Commission
- Write Articles for Washington Legionnaire promoting Program

Area Vice Chairmen

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

District Chairmen

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

Post Chairmen

- 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.
- Identify each High School contact person and inform District Chairman
 - (May be Principal, Counselor, Teacher, Librarian, Coach, etc.)
- Arrange for someone to speak about contest at school function (assembly if possible) during September or October.
- If necessary, organize fundraiser to sponsor one or more contestants
- Organize Post Certification contest prior to 10 March. District and Area Chairmen should assist.
- Ensure that Department Certifying Officer has Application with sponsorship fee, and Certification forms by their respective due dates.
- **REMEMBER**, it takes most contestants several months to prepare a competitive Oration. **START EARLY!**