

**WISCONSIN'S NATIONAL
APPOINTMENT GUIDELINES**



JULY 2025

Wisconsin's National Appointment Guidelines

(For Recommendations to National Appointments within The American Legion)

Authority & Process Overview (Per guidance from the National Commander's Assistant):

“Appointments do not belong to the Department; they belong to the National Organization. Recommendations from Departments are advisory only. The National Commander, with the consent of the National Executive Committee, retains full authority to appoint individuals to National positions and may seek input from any source they choose.”

Additionally, “all individuals involved in the process should be familiar with the National American Legion *Outline of Authorization*, especially sections concerning Commissions and Committees.”

In accordance with the authority granted by the National Commander's Advisory Committee, Wisconsin's past national commanders (PNCs) will coordinate and submit recommendations from Wisconsin.

Purpose of the Nomination Process

The purpose of submitting recommendations is to recognize and elevate qualified Wisconsin Legionnaires to serve at the National level. While some nominations recognize past contributions at the Department level, the process is also an opportunity to promote emerging leaders who demonstrate potential to contribute nationally.

We invite **past and present Department leaders** to help identify and suggest qualified candidates.

Core Selection Criteria

PNC Seehafer emphasized the values of **Competence, Character, and Commitment**. These three principles will guide our evaluation of all recommended candidates.

To be considered for recommendation, a nominee must:

1. **Complete the National Basic Training Course**
(formerly known as the American Legion Extension Institute – available online).
2. **Have Served on at Least One Wisconsin Department Committee**
3. **Demonstrate Understanding of the National–Department Relationship**

4. **Exhibit Professional Conduct Online**
 - Any disparaging public comments about The American Legion or its leadership on social media or other platforms will result in disqualification or removal.
5. **Have Relevant Interest or Experience**
 - Experience, qualifications, or professional background that aligns with the mission and needs of the targeted National Council, Committee, or Commission.

Strategic Department Alignment

Whenever possible, we aim to ensure that the **Wisconsin Department Chairperson** serves on the corresponding **National Committee or Council**—provided the Department has a designated seat—so information flows effectively between National and Department levels.

Types of National Appointments

Appointment Type	Term Length	Notes
Council Appointments	1 year (renewable once)	
Committee Appointments	3 years (1 term)	
Commission Appointments	3 years (2 term max)	Unless National requests for additional terms
National Commander’s Representative	1 year	At National Commander’s discretion
Consultants	Varies	Must demonstrate subject-matter expertise
Special Committees	Varies	Appointed by the National Commander
Chairpersons & Vice Chairs	Varies	Selected by the National Commander’s Advisory Team. Departments are not involved.

Final Note

The needs of the **National Organization** take precedence over Department recommendations. All criteria above are considered guidelines; final decisions rest with the **National Commander** and **National Executive Committee**.

NOMINATION FORM FOR NATIONAL APPOINTMENT

This form is to be completed for nominations to National positions within The American Legion, Department of Wisconsin. Please complete all fields and ensure the nominee meets the criteria outlined in the Wisconsin National Appointment Guidelines.

Section 1: Nominee Information

Full Name: _____

Member ID Number: _____

Post Number and Name: _____

Email Address: _____

Phone Number: _____

Section 2: Nominee Qualifications

1. Has the nominee completed the National Basic Training Course? Yes When _____ No

2. Has the nominee served on at least one Wisconsin Department Committee? Yes No

Please summarize Legion Activities at all levels and dates of service if known:

3. Summarize experience which fits candidate for appointment recommendation.

(Military and/or civilian experience)

Section 3: Desired Appointment

Please indicate the National Committee, Council, or Commission the nominee is being recommended for:

Has the nominee previously held any National appointments? If yes, please list:

Section 4: Submitted By

Name of Recommender: _____

Title/Role: _____

Phone Number: _____

Email Address: _____

Date: _____

Signature of Recommender: _____