

**LEADERSHIP PLAN OF ACTION
2014-2015
Department of North Carolina**

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What is this program, and why do we have it?

The Leadership Program develops leaders at all levels, grows membership and mentors for members of all ages.

What can you do?

1. Develop future leaders at all levels of the organization

Ideas:

Unit

- ❖ Hold a workshop on how to prepare reports.
- ❖ Hold a workshop on how to be a chairman and/or organize a project
- ❖ Let a member be "unit president" for a meeting
- ❖ Explain to members why we do the things we do (tradition, history)
- ❖ Develop a plan to use tools and resources monthly or quarterly at meetings
- ❖ Survey members to identify leadership skills available.

Member

- ❖ Chair a short- term program or project
- ❖ Assume a leadership role to advance the ALA mission
- ❖ Attend a workshop training session to learn about tools, resources and leadership opportunities available
- ❖ Work with a member to develop/enhance interest, skills and knowledge of the ALA

2. Enhance leaders' knowledge about ALA history, programs and organization

Ideas:

Unit

- ❖ Encourage members to take the "Auxiliary Basics" course
- ❖ Encourage members to take The American Legion Leadership Course
- ❖ Recognize members who have completed the courses either in a meeting or via public relations (or both)
- ❖ Offer a new member orientation packet and initiation

Member

- ❖ Take the "Auxiliary Basics" course
- ❖ Take The American Legion Leadership Course
- ❖ Attend District/Division/Department training sessions/workshops
- ❖ Volunteer to be a trainer/ course leader
- ❖ Ask questions
- ❖ Share past experiences
- ❖ Prepare a personal history of your involvement in the organization; refer to the "Auxiliary Basics" course to "discover from national happenings" what may have influenced the personal history.

3. Encourage the use of Auxiliary reference documents and materials, such as the Unit Handbook and Constitution & Bylaws.

Ideas:

Unit

- ❖ Set aside a time to discuss reference documents at unit meetings.
- ❖ Develop a committee to address changes in procedures based upon a review of the referenced documents.
- ❖ Develop a plan to assist Junior members in learning about the referenced documents.

- ❖ When developing your unit Plan of Action, use the handbook to review program explanations, and combine with the national Plan of Action
- ❖ Set aside a “show me where it is printed” moment at meetings where one member asks why something is done the way it is or where in the Constitution & Bylaws it says we have to do it this way.

Member

- ❖ Download/purchase the referenced documents, and become familiar with them.
- ❖ Challenge other members to do the same.
- ❖ Volunteer to assist a Junior member in learning about them.
- ❖ Ask questions.
- ❖ Ask members to review the Unit Handbook and Constitution & Bylaws noting something most important, most puzzling or most difficult to live with, and have unit address what comes from the discussion.

4. Foster the mentoring program, utilizing the knowledge and experiences of members.

Ideas:

Unit

- ❖ Use positive, experienced members to mentor new members.
- ❖ Encourage members to volunteer to train/guide new members.
- ❖ Encourage members to become “experts” in some areas so that she can become the unit mentor in that area.

Member

- ❖ Learn the process and apply for a unit, department, and national appointment.
- ❖ Seek election of a unit, department, or national office.
- ❖ Apply for a department appointment.
- ❖ Volunteer to be a mentor on the unit/department level.

Nurture a culture of goodwill at all levels of the organization

Ideas:

Unit

- ❖ Invite new members to participate.
- ❖ Answer questions.
- ❖ Be open, rather than critical, of the ideas of other.
- ❖ Assist in positive solutions to conflicts.

Member

- ❖ Learn by asking questions.
- ❖ Participate in discussions or debates.
- ❖ Speak with a mentor or officer regarding any concerns.

Leadership Reporting

Mid-Year Reports: Each Unit leadership Chairman is required to submit a narrative report no later than

December 10, 2014, outlining the unit’s accomplishments and/or activities to the Department Chairman, Theresa Weybrew.

Year-End Reports: Each Unit Leadership Chairman is required to submit a narrative report by **May 1, 2015**, outlining the unit’s accomplishments and/or activities to Department Leadership Chairman, Theresa Weybrew.

As part of your narrative report, please include answers to the following questions:

How many unit and/or department trainings did you unit do?

Total number of members attending all of these meetings?

What topics or presentations were included in your trainings?

Did you hold training on nurturing a culture of goodwill?

Awards

National and Department awards will be published in a later bulletin and available at Department meetings.

How to Sheets and Resources will available at Division and District meetings and Conferences.