

**Leadership
Plan of Action 2015-2016
Department of North Carolina**

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Members: Sue Jones
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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 of all ages.

What can you do?

1. Develop future leaders at all levels of the organization.

Ideas/Members:

- Attend a workshop/training session to learn about available tools, resources and leadership opportunities.
- Work with a mentor to develop/enhance interest, skills and knowledge of the ALA.
- Chair a short term project.
- Give a short presentation on an ALA program to the unit.

Ideas/Units:

- Explain to members why we do the things we do (tradition, history).
- Hold a workshop on how to be a chairman and/or organize a project.
- Encourage a member to temporarily serve as unit president, chaplain, etc. for a meeting.
- Survey members to identify interests and skills.
- Develop a plan to use tools and resources monthly or quarterly at meetings.
- Hold a workshop/brunch on how to prepare reports.
- If unit budget allows, consider a gift of ALA pins to new members.
- Purchase a *Unit Guide Book* to share among members at meetings.

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

Ideas/Members:

- Take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, a Course on our History and Legacy* at www.ALAforveterans.org under the Leadership tab. (Answer Sheets should be mailed to Department Leadership Chairman Janice MacLeod for grading and in order to receive a card of completion.)
- Attend division, district or 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.

Ideas/Units:

- Offer a new member a new member kit, an orientation packet and/or initiation.
- Offer a refresher course for all members on Auxiliary information.
- Encourage members to take the "Basics" course referenced above.
- Recognize members who have completed the courses either in a meeting, via public relations or membership.

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

Ideas/Members:

- Download/purchase the referenced documents and become familiar with them.
- Volunteer to assist any member in learning about documents of the ALA.
- Ask questions about any programs or terminology you don't fully understand.
- Ask members to review the *Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws* and *National Constitution & Bylaws* noting things they don't understand or find puzzling.

Ideas/Units:

- Set aside a time to discuss important Auxiliary documents at unit meetings and 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.
- Use the *Unit Guide Book* to review program explanations, follow your department chairman's Plan of Action or find the complete National Plan of Action on the national website.
- Hold a workshop to explain *Unit Constitution & Bylaws, Standing Rules*, how the unit finances are structured, how the budget is planned and how to write meeting minutes.
- Set aside a "show me where it's printed" at meetings where a member can ask why something is done the way it is or where in the C&B it says we do it this way.
- Ask members to review the *Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws* or *National Constitution & Bylaws* noting things they don't understand or find puzzling and address what comes from the discussion, documenting the results.
- Set aside time to answer any questions that arise from any discussions on Auxiliary documents.

4. Offer a mentoring program, utilizing knowledge and experiences of members who have served as leaders beyond the Unit level.

Ideas/Members:

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

Ideas/Units:

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

5. Nurture a culture of goodwill at all levels of the organization.

Ideas/Members:

- Learn by listening and asking questions.
- Participate in decisions or debates calmly.
- Speak privately with one other member, or to a mentor or officer regarding any concerns.

Ideas/Units:

- Invite new members to participate in meetings and events.
- Always greet new members and offer a new member packet.
- Provide unit officers' /board of directors' contact information.
- Answer questions.
- Listen to what members have to say.
- Be open, rather than critical, to the ideas of others.
- Assist in positive solutions to conflicts.
- Give praise and recognition when members do what is asked or go beyond what was expected.

How to Sheets will be available at Division meetings, District meetings, conferences or upon request. Those can also be obtained from "Plans of Action" which are available on our National website, www.alaforveterans.org, on the following topics:

- How to be a Good Leader
- How to Conduct a Meeting
- How to Lead a Small Unit
- How to Grow Leadership Capacity
- Nurturing a Culture of Goodwill
- How to Live a Culture of Goodwill
- How to Complete Reports

Department Awards:

- Unit President of the Year (Chosen by Leadership Committee from nominations received from unit members; form will be provided in March-April 2016 mailing.)
- District President of the Year
- Division President of the Year
- Department Chairman of the Year

National Awards:

Unit Award: Leadership Training Award

Award type: Plaque

Presented to: One unit Leadership chairman who best demonstrates what her unit did to build leadership skills of unit members during the year.

Materials and guidelines:

- Narrative not to exceed 1,000 words.
- Pictures and examples are encouraged.
- Number of members attending leadership skills workshop.
- Deadline: June 1, 2016
- Mail to Committee Member Rani Gray at 702 E Barre Road, Barre, VT 05641, or email gray.rani@gmail.com. Send copy to Department Leadership Chairman, Janice MacLeod.

Junior Award: Junior Outstanding Leadership Award

Award type: Citation

Presented to: One Junior group in each division who best demonstrates what the group did to build leadership skills.

Materials and guidelines:

- Narrative not to exceed 250 words.
- Must have participation in *Welcome to the Junior ALA Course "The ALA: My Organization and What I Need to Know to Grow as a Member"* by unit president or the Junior Activities Chairman.
- Pictures and examples are encouraged.
- Deadline: June 1, 2016
- Mail to Eastern Division Chairman Anselma Obremski at 14112 Adkins Road, Laurel, MD 20708, or email anselma2@verizon.net. Send copy to Department Leadership Chairman, Janice MacLeod.

Additional Resources You Can Use

1. www.ALAforVeterans.org:

- a) *Welcome to the American Legion Auxiliary Senior Basic, A Course on our History and Legacy*
- b) *Welcome to the Junior Course: "The ALA: My Organization and What I Need to Know to Grow as a Member"*
- c) PowerPoint: "Officer Duties and Responsibilities"
- d) How-to sheets
- e) *Unit Guide Book*
- f) National Constitution & Bylaws
- g) New Member Packet
- h) Members Only section - filled with valuable information for all members: Membership and new members suggestions and sample information; Member resources and Benefits; Department and Unit Resources for Support Tools

2. *Robert's Rules of Order*

3. Basic Parliamentary Procedure

4. Your national Leadership Committee members

5. American Legion Flag & Emblem Sales: 1-888-4LEGION, emblem.legion.org, P.O. Box 36460, Indianapolis, IN 46236-0460

"It's the Little Things"

Remember a little recognition, presentation or simple thank you can make a difference in someone coming back or leaving our organization.