

Leadership 2017-2018

**“S.M.I.L.E.”- “Support Member Involvement Let’s Encourage”
Become Leaders to help Our Veterans**



Current and Future Leaders,

Leadership Workshops and ALA In the Know Sessions are for **YOU** as Auxiliary members, as well as current officers at all organizational levels in the American Legion Auxiliary, beginning with the Unit level. In fact, the entire American Legion Family will benefit by learning and sharing our collective knowledge.

Members with a greater understanding of Auxiliary programs and a working knowledge of leadership traits, Auxiliary history, programs, protocol and parliamentary procedures are more likely to volunteer, participate in meetings, be engaged in the many activities, and become future leaders. By sharing our knowledge with each other through a Leadership Workshop and/or ALA In the Know Conferences, we gain the information and resources needed to start you on the road to quality leadership within the Auxiliary.

The 2017-2018 Department Leadership Team includes Chairman Rose Heinz, former 9th District President and past member of the Leadership Team; Danie Wilson, 2nd District President and Ashley Foust, current Iowa County Vice President are looking forward to working with you throughout the year to learn and grow as successful leaders.

Our goal is to develop and prepare knowledgeable, capable leaders and grow membership through education, motivation and mentoring. The Auxiliary understands the need to develop leaders to carry on the growth and success of the American Legion Auxiliary through leadership training and by promoting activities and program accomplishments.

Good leaders are made not born. Leadership starts with you, the member. Current and future leaders of the American Legion Auxiliary start at the UNIT level and move through the county, district, department and National when striving to meet the mission and vision of the American Legion Auxiliary.

Units are essential in the development of leaders. That is why the value of unit development is stressed.

The Leadership Plan of Action provided on the next six pages begins with the **purpose of the Leadership Program:** *“develops leaders at all levels (unit, county, district, and state), grows membership, and mentors members of all ages”.*

The Plan of Action Objectives and Actions outline the Leadership Goals for the Department of Wisconsin.

Information contained in this program action plan was gathered from a variety of sources. Resources are provided as a part of the handbook, and more are provided at a Leadership Training Workshop.

For more information on the Leadership Program or how to schedule a Leadership Workshop, contact:

American Legion Auxiliary
Department of Wisconsin
Rose Heinz, Leadership Chairman
Email: rozkar@new.rr.com ♦ Ph: 920-734-7570

2017-2018 American Legion Auxiliary Department of Wisconsin Leadership Program Action Plan



“SMILE”-Support Member Involvement Let’s Encourage

Committee Contact Information

Department Leadership Program: www.amlegionauxwi.org

Department of WI Leadership Committee:

Chairman: Rose Heinz, rozkar@new.rr.com; 920-734-7570 (h)/920-850-1941 (c)

Danie Wilson, danielwilson@charter.net; 920-207-3487 (c)

Ashley Foust, ashleywasley123@gmail.com 608-574-4820 (c)

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

Objectives

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

Actions:

Unit

- Hold a workshop on how to prepare reports.
- Hold a workshop on how to be a chairman and/or organize a project.
- Allow 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 to identify members’ leadership skills.

Member

- Chair a short-term program or project or event.
- Assume a leadership role to advance the American Legion Auxiliary (ALA) mission.
- Attend a workshop/training session to learn about tools, resources and leadership opportunities available.
- Work with a mentor to develop/enhance interest, skills and knowledge of the ALA.

2. Enhance members’ knowledge about ALA history, programs and the organization.

Actions:

Unit

- Encourage members to take the “Auxiliary Basics” Course.
- Encourage members to take the ALA Academy Challenge 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
- Take the ALA Academy Challenge Course
- Attend unit/county/district/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. Actions:

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.
- Use the handbook to review program explanations when creating your unit Plan of Action, and combine with the national/department Plan of Action.
- Set aside a “show me where it’s 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.
- Ask members to review the *Unit Handbook* and Constitution & Bylaws noting something most important, most puzzling or most difficult to live with, and address what comes from the discussion.

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.
- Review the *Unit Handbook* and Constitution & Bylaws noting something most important, most puzzling or most difficult to live with, and discuss at a unit meeting.

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

Actions:

Unit

- 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 that they can become the unit mentors in their area/s of expertise.

Member

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

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

Actions:

Unit

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

Member

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

Leadership Reporting

Mid-Year Reports

- Each unit Leadership chairman or president is required to submit a narrative report postmarked by **December 1, 2017**, outlining the unit's accomplishments and/or activities to Department Leadership Chairman Rose Heinz, 333 Parkview Ln, Kimberly, WI 54136 or rozkar@new.rr.com.

Year-End Reports

- Each unit Leadership chairman or president is required to submit a narrative report postmarked by **April 10, 2018**, outlining the unit's accomplishments and/or activities to Department Leadership Chairman Rose Heinz, 333 W Parkview Ln, Kimberly, WI 54136 or rozkar@new.rr.com.

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

- How many unit, county, district and/or department trainings/workshops/conferences/meetings with leadership information did your members attend? (Include when, where, and who sponsored and who presented the information.)
- Total number of members attending any meetings/conferences/sessions/trainings with leadership information?
- What topics or presentations were included in these workshops/trainings/meetings?
- Which action steps were taken to build leadership skills of unit members during the year?
- Did you hold discussions or training on nurturing a culture of goodwill?
- Which actions did your members take and how many members for each action?

If you have any questions, please contact any member of the Department Leadership Committee.

Leadership Awards

Please be sure each award entry includes a **cover sheet**. (Please note if the narrative you submit for the award is also to be used as your year-end report.)

A. **County/District Award:** Most Outstanding Overall Leadership Program Award

Award type: Citation

Presented to: County/district president/leadership chairman with the best overall Leadership program.

Materials and guidelines:

- Narrative not to exceed 1000 words, describing how your district helped develop future leaders. (What actions were taken/sponsored by the district?)
- Must have participation in “Auxiliary Basics” course by county/district & unit presidents.
- Pictures and examples are encouraged.
- Deadline: Postmarked by May 1, 2018.
- Mail to Department Leadership Chairman Rose Heinz, 333 Parkview Ln, Kimberly, WI 54136 or rozkar@new.rr.com

B. **Unit Award:** Most Outstanding Overall Leadership Program Award

Award type: Citation

Presented to: Unit president/leadership chairman with the best overall Leadership program.

Materials and guidelines:

- Narrative not to exceed 1000 words, describing how your unit helped develop future leaders. (What actions were taken/sponsored by the unit?)
- Must have participation in “Auxiliary Basics” course by unit president.
- Must have participation in the ALA Academy Challenge.
- Pictures and examples are encouraged.
- Deadline: Postmarked by May 1, 2018.
- Mail to Department Leadership Chairman Rose Heinz, 333 Parkview Ln., Kimberly WI 54136 or rozkar@new.rr.com

C. **County/District Award:** Leadership Training Award

Award type: Citation

Presented to: County/district president/leadership chairman who best exemplifies what her county/district did to build leadership skills of members during the year.

Materials and guidelines:

- Narrative not to exceed 850 words.
- Pictures and examples are encouraged.
- Deadline: Postmarked by May 1, 2018.
- Mail to Department Leadership Chairman Rose Heinz, 333 Parkview Ln., Kimberly WI 54136 or rozkar@new.rr.com

D. **Unit Award:** Leadership Training Award

Award type: Citation

Presented to: Unit president/leadership chairman who best exemplifies what her unit did to build leadership skills of members during the year.

Materials and guidelines:

- Narrative not to exceed 850 words.
- Pictures and examples are encouraged.
- Deadline: Postmarked by May 1, 2018.
- Mail to Dept Leadership Chrm Rose Heinz, 333 Parkview Ln., Kimberly WI 54136 or rozkar@new.rr.com

E. **Unit Award:** Junior Outstanding Leadership Award

Award type: Citation

Presented to: The unit junior group who best exemplifies what the group did to build leadership skills.

Materials and guidelines:

- Narrative not to exceed 250 words.
- Must have participation in “Auxiliary Basics” course by unit president and juniors.
- Pictures and examples are encouraged.
- Deadline: Postmarked by May 1, 2018.
- Mail to Department Leadership Chairman Rose Heinz, 333 Parkview Ln., Kimberly WI 54136 or rozkar@new.rr.com

F. **Unit Award:** Nurturing Goodwill Award

Award type: Citation

Presented to: The unit president/leadership chairman who best exemplifies what her unit did to promote a culture of goodwill.

Materials and guidelines:

- Narrative not to exceed 850 words.
- Pictures and examples are encouraged.
- Deadline: Postmarked by May 1, 2018.
- Mail to Department Leadership Chairman Rose Heinz, 333 Parkview Ln., Kimberly WI 54136 or rozkar@new.rr.com

Resources

How-To Sheets

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

Additional Resources You Can Use

1. www.ALAforVeterans.org:
 - a. “Auxiliary Basics” course on our history and legacy
 - b. 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 and *Unit Handbook*
 - e. National/Department/District/County/Unit Constitution & Bylaws
2. *Robert’s Rules of Order newly revised* (latest edition)
3. Basic Parliamentary Procedure
4. Your department committee members (see second page of this Plan)

National Education Contact Information:

Norma Tamm, National Chairman
Department of Minnesota
ntramm@juno.com ♦ 320-493-8509

Ann Crawford, National Central Division Chairman
Department of Iowa
acrawford@longlines.com ♦ 712-423-2096

National Leadership Committee Contact Information

leadership@ALAforVeterans.org



American Legion Auxiliary 2017-2018 Award Cover Sheet

Send completed form to: Leadership Chairman Rose Heinz, 333 Parkview Ln, Kimberly WI 54136.

This cover sheet should be attached to each narrative submitted for an award. Please fill out the information as **completely** and **accurately** as possible.

Award certificates will be completed using the information given on this sheet, so please **print** carefully. All awards will be given out at the department convention. Any national awards will be presented at the ALA In the Know Conferences.

Department committee sponsoring award: LEADERSHIP

Type of Award: County/District Unit Member

Name of the award you are applying for: _____

Please complete the following if you are applying for a county/district award. The award certificate will be prepared using the information you include below.

County Name: _____ District #: _____

County/District President/Chairman (circle one) name: _____

Phone number: (_____) _____ ALA member ID#: _____

Email address: _____

Please complete the following if you are applying for a unit award. Be sure to give the complete name of your unit. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Unit President/Chairman (circle one) name: _____

Phone number: (_____) _____ ALA member ID#: _____

Email address: _____

Please complete the following if you are applying for a member award. Be sure to give the complete name of the member. The award certificate will be prepared using the information you include below.

Unit #: _____ Full official unit name: _____

Member Name: _____ ALA member ID#: _____

Nominating Member (if different from above): _____

Nominator's Phone number: (_____) _____

Nominator's Email address: _____