

# 2018-2019 American Legion Auxiliary Department of Wisconsin Leadership Program Action Plan



## Committee Contact Information

Department Leadership Program: [www.amlegionauxwi.org](http://www.amlegionauxwi.org)

Department of WI Leadership Committee:

Chairman: Amy Luft – [amyluft@gmail.com](mailto:amyluft@gmail.com) – 414-651-7300

Co-Chairman: Judy Kuta – [judykuta44@gmail.com](mailto:judykuta44@gmail.com) – 414-510-2545

Co-Chairman: Donna Jensen – [djensen20@gmail.com](mailto:djensen20@gmail.com) – 414-353-1096 (h)/414-303-6186

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 one or more of the following Department Leadership classes:
  - I'm a Member, Now What?
  - Reporting - Unlocking the Mystery
  - How to Run a Meeting & Become Tech Savvy
  - Conflict: The Good, the Bad, The Ugly
- Allow a member to practice being the President for a meeting.
- Encourage members to attend one In-the-Know educational forum.
- Develop a plan to use tools and resources monthly or quarterly at meetings.
- Conduct a 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 Department or National 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 member's knowledge about ALA history, programs and the organization. Actions:**

### **Unit**

- Encourage members to take the "Auxiliary Basics" Course. [www.alaforveterans.org](http://www.alaforveterans.org)
- Hold one or more of the following Department Leadership classes:
  - I'm a Member, Now What?
  - Reporting - Unlocking the Mystery
  - How to Run a Meeting & Become Tech Savvy
  - Conflict: The Good, the Bad, The Ugly
- Encourage members to take an online ALA Academy Course. <https://www.alaforveterans.org/ALA-Academy/>
- Recognize members who have completed the courses either in a meeting or via public relations (or both).
- Encourage members to attend one In-the-Know informational forum.
- Offer new members a New Member Packet.

### **Member**

- Complete the "Auxiliary Basics" course. [www.alaforveterans.org](http://www.alaforveterans.org)
- Complete an online ALA Academy Course. <https://www.alaforveterans.org/ALA-Academy/>
- Attend unit/county/district/department/national training sessions/workshops.
- Attend one or more of the following Department Leadership classes:
  - I'm a Member, Now What?
  - Reporting - Unlocking the Mystery
  - How to Run a Meeting & Become Tech Savvy
  - Conflict: The Good, the Bad, The Ugly
- Volunteer to be a trainer/course leader.
- Regularly read the ALA magazine, The Wisconsin, ALA E-News and monthly unit communications.

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

### **Unit**

- Regularly discuss reference documents at unit meetings.
- Develop a committee to address changes in procedures based upon annual review of the referenced documents.
- Develop a plan to assist junior members in learning about the referenced documents.
- Utilize reference materials to review program explanations when creating your unit annual goals.
- Demonstrate to members how to access Auxiliary websites and where to find necessary resources.
- Distribute unit Constitution & Bylaws to members.

### **Member**

- Download/purchase Auxiliary resources such as, ALA E-News, Unit Handbook, unit monthly mailings, Red Book etc., and become familiar with them.
- Demonstrate and explain to fellow members how to access different Auxiliary reference materials.
- Volunteer to assist a junior member in learning about the different Auxiliary reference materials.

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

**Unit**

- Encourage experienced members to volunteer, train and/or guide new members.
- Encourage experienced members to foster and mentor junior members.
- Encourage members to become “experts” in some areas so that they can become the unit mentors in their area/s of expertise.

**Member**

- Volunteer to be a mentor on the unit/county/district/department level.
- Create a mentorship team within your unit.
- Utilize the Mentor Checklist developed by the Department Leadership team.

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

**Actions:**

**Unit**

- Invite new members to participate.
- Demonstrate to members how to be open, rather than critical, of the ideas of others.
- Assist members in positive solutions to conflicts.

**Member**

- Participate in decisions or debates.
- Be open, rather than critical, of the ideas of others.
- 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, 2018**, outlining the unit’s accomplishments and/or activities to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyluft@gmail.com](mailto:amyluft@gmail.com).

### Year-End Reports

- Each unit Leadership chairman or president is required to submit a narrative report postmarked by **April 10, 2019**, outlining the unit’s accomplishments and/or activities to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyluft@gmail.com](mailto:amyluft@gmail.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?

# 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, 2019.
- Mail to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyjlluft@gmail.com](mailto:amyjlluft@gmail.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, 2019.
- Mail to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyjlluft@gmail.com](mailto:amyjlluft@gmail.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, 2019.
- Mail to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyjlluft@gmail.com](mailto:amyjlluft@gmail.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, 2019.
- Mail to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyjlluft@gmail.com](mailto:amyjlluft@gmail.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, 2019.
- Mail to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyluft@gmail.com](mailto:amyluft@gmail.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, 2019.
- Mail to Department Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024 or [amyluft@gmail.com](mailto:amyluft@gmail.com)

## Resources

### Additional Resources You Can Use

1. [www.ALAforVeterans.org](http://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. Mentor Checklist
5. Your department committee members (see second page of this Plan)

### National Contact Information:

Trish Ward, National Chairman  
Department of Kansas  
[tbw\\_ksaux@yahoo.com](mailto:tbw_ksaux@yahoo.com) ♦ 918-786-9156

Pamela Bates, National Central Division Chairman  
Department of Ohio  
[pamelabates9@gmail.com](mailto:pamelabates9@gmail.com) ♦ 937-974-2316

### National Leadership Committee Contact Information

[leadership@ALAforVeterans.org](mailto:leadership@ALAforVeterans.org)



## American Legion Auxiliary 2018-2019 Award Cover Sheet

Send completed form to: Leadership Chairman Amy Luft, 1955 Comanche Court, Grafton WI 53024.

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: \_\_\_\_\_