



**American Legion Auxiliary
Department of Wisconsin
2021-2022 Leadership Program Action Plan**

Department of WI Leadership Committee:

Chairman Teresa Isensee – Deanna Farley – farleyofsc@gmail.com ♦ 715-757-3922

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Department Leadership Program: www.amlegionauxwi.org

The **Leadership Program** develops leaders at all levels, grows membership and mentors members of all ages. An effective leader is a person who does the following:

Creates an inspiring vision of the future, manages delivery of the vision, motivates members, inspires people around them and encourages them to think out of the box.

The Leadership Team's Objective is to work closely with the Membership Chairman, District Presidents, and District Leadership Chairman to identify Units and Members in need of additional information and Training at all levels.

Objectives

- A. Develop future leaders at all levels of the organization and enhance member's knowledge about the ALA history, programs and the organization.**

Units

- Create and present to new members a New Member Packet
- Hold one or more of the following Department Leadership classes, either as a day time Workshop or an hour session at the Unit Level.
 - Duties of Unit Officers
 - How to Conduct a Meeting
 - Finding the ❤️ of your Unit
 - I'm a Member, What next?
 - Utilizing the strength of your members
 - Reporting-Making your numbers count
 - Uses of Technology
 - Conflict: Resolutions & communication
 - History of the American Legion Auxiliary
- Encourage a spirit of teamwork at your meetings. Seasoned Members and Past Presidents should be a mentor to help develop Leaders and enhance interest, skills and knowledge of the ALA.
- Allow a member to practice being the President for a meeting.
- Conduct a survey to identify members "Leadership skills."
- Attend County, District and Department Meetings, and ALA-In-the-Know Forum.
- Encourage members to take an online ALA Academy Course:
<https://www.alaforveterans.org> ALA-Academy

Members

- Create and conduct a training session at your Unit
- Take on a Leadership role to advance the American Legion Auxiliary mission, become a Program Chairman or Unit Officer
- Members are encouraged to attend a County, District, Department or National workshop or training session to learn about tools, resources and leadership opportunities available.
- Seasoned Members and Past Presidents should be a mentor to help develop Leaders and enhance interest, skills and knowledge of the ALA.
- Learn the History of our Organization via Department and National websites, or at a Leadership workshop.

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

Actions:

Unit

- Regularly reference documents at unit meetings. Examples are the District Newsletters, Unit Mailings and the Badger Legionnaire along with the Wisconsin section.
- Discuss the available online forms, booklets, and training courses on both the Department Website and the National Website
- Encourage developing a committee to address changes in procedures based upon annual review of the referenced documents.
- Encouraging the involvement of Junior members in learning about the referenced documents.
- Demonstrate to members how to access Auxiliary websites and where to find necessary resources.

Members

- Demonstrate and explain to fellow members how to access different Auxiliary reference materials.
- Encourage members to assist a junior member in learning about the different Auxiliary reference materials.
- Explore the Department and National Websites to gather information.

C. Foster the mentoring program utilizing the knowledge and experiences of members.

Actions:

Unit

- Encouraging experienced members volunteering to train or guide new members.
- Have experienced members foster and mentor junior members.
- Utilize the strengths of your members so that they can become the unit monitors in their area of expertise.

Member

- Encourage members to volunteer to be a member on the unit county district department level.
- Create a membership team within your Unit.
- Utilize the Mentor Checklist developed by the Department Leadership team.

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

- Have your Unit members invite new members to participate.
- Encourage your members to make new members feel welcomed.
- Demonstrate to your members how to be opened minded to the ideas of others.
- Assist members in positive solutions to conflicts.
- Encourage your members to participate in discussions or debates.
- Encourage your members to speak with a mentor or officer regarding any concerns.

Leadership Reporting

Mid-Year Reports

Mid-Year reports reflect unit program work for the first half of the ALA year. Currently Mid-Year reports are NOT required by National however, your Department Leadership Chairman would like periodic reports of your activities throughout the reporting year. Units are encouraged to forward reports concerning your program and/or projects as they are completed. Please include photos etc. as appropriate. Electronic versions are appreciated (jpeg & pdf), to farleyofsc@gmail.com

Year-End Reports

Each unit Leadership chairman or President is requested to submit a narrative report postmarked by **April 15, 2022**, outlining the unit's accomplishments and/or activities to Department Leadership Chairman, Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104 or farleyofsc@gmail.com

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

- How many members of your Unit used the Leadership tools included in the Plan of action?
- Did your members take any of the ALA Academy online courses?
- 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 training 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 or Leadership chairman with the best overall Leadership program.

Materials and guideline:

- 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, 2022
- Mail to Department Leadership Chairman Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104 or farleyofsc@gmail.com

B. Unit Award: Most Outstanding Overall Leadership Program Award

Award Type:

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: Post marked by May 1, 2022
- Mail to Department Leadership Chairman Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104 or farleyofsc@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 encouraged.
- Deadline: Postmarked by May 1, 2022
- Mail to Department Leadership Chairman Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104 or farleyofsc@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, 2022
- Mail to Department Leadership Chairman Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104 or farleyofsc@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, 2022
- Mail to Department Leadership Chairman Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104 or farleyofsc@gmail.com

F. Member Award: Unit Member of the Year

Award type: Citation and Plaque

Presented to: A senior member in good standing who hasn't obtained an elected or appointed leadership role higher than that of unit president.

Material and Guidelines

- Narrative or 1,000 words or less describing the nominee's accomplishments and activities.
- Open to Senior members who are not in an elected or appointed leadership role higher than unit President
- Deadline: Postmarked by May 1, 2022
- Mail to Department Leadership Chairman Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104 or farleyofsc@gmail.com

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 Procedures
4. Mentor Checklist
5. Your department committee members (see second page of this Plan)

National Contact Information:

Brenda Collins, National Chairman
Department of South Carolina
brendawcollins@charter.net
Phone: 414-321-1479

Marsha Haag, National Central Div. Chairman
Department of Illinois
mhaag@frontiernet.net
Phone: 304-654-9932

National Leadership Committee Contact Information

leadership@ALAforveterans.org



American Legion Auxiliary 2021-2022 Award Cover Sheet

Send completed form to: Leadership Chairman Deanna Farley, W14870 Kimball Lane, Silver Cliff WI 54104

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 or Unit Member of the Year

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 or Unit Member of the Year 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#: _____

Member Address: _____ Member City: _____

Member State _____ Member Zip Code _____ email: _____

Nominator's Name: _____

Nominator's Phone number: (_____) _____

Nominator's Email address: _____