



**American Legion Auxiliary  
Department of Wisconsin  
2022-2023 Leadership Program Action Plan**

**Department of WI Leadership Committee:**

Chairman Joyce Endres – [ljendres@charter.net](mailto:ljendres@charter.net) ♦ 608-772-1763

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Department Leadership Program: [www.amlegionauxwi.org](http://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 members to think out of the box.*

**The Leadership Team's Objective** is to identify Units and Members in need of additional information, support, mentoring and training at all levels. Work closely with the Department Membership Chairman, District Presidents, and District Leadership Chairman to provide training.

**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 daytime 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?
  - Review Member Packet with all members to update seasoned members on changes
  - Utilize the strength of your members
  - Reporting-Make your hour, donation and dollar numbers count
  - Uses of Technology
  - Conflict: Resolutions and Communication
  - History of the American Legion Auxiliary
- Encourage a spirit of teamwork at your meetings. Ask Seasoned Members and Past Presidents to be a mentor to help develop Members and Leaders to 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 "Member interests and Leadership skills."
- Attend County, District and Department Meetings, and ALA-In-the-Know Forums.
- 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
- Encourage members to attend a County, District, Department and/or National workshop or training session to learn about available tools, resources and leadership opportunities.
- Ask Seasoned Members and Past Presidents to be a mentor to help develop members and leaders to 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 and governing 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, Red Book and the Badger Legionnaire along with the ALA Wisconsin section.
- Discuss the available online forms, booklets, and training courses on both the Department and National Websites
- Review the Unit's Constitution, Bylaws and Standing Rules annually to raise member awareness of content and to update documents as needed based Department or National governing document updates and as unit needs evolve.
- Encourage developing a committee to address changes in procedures, standing rules, and governing documents based upon annual review of referenced documents.
- Encourage involvement of junior members to learn about referenced documents.
- Demonstrate to members how to access Department and National Auxiliary websites and where to find necessary resources.

#### **Members**

- Demonstrate and explain to fellow members how to access different Auxiliary reference materials and toolkits.
- 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 and talents of your unit members so they can become the unit monitors in their area of expertise.

**Member**

- Encourage members to volunteer to be an active participant on the unit, county district, and/or department level.
- Create a membership team within your Unit.
- Utilize the Mentor Checklist developed by the Department Leadership team. Locate Checklist at [www.amlegionauxwi.org](http://www.amlegionauxwi.org) under the Program Tab, Leadership Program.

**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 help new members feel welcomed.
- Demonstrate to your members how to be open-minded to the ideas of others.
- Assist members in positive solutions to new ideas and conflicts.
- Encourage your members to participate in discussions or debates.
- Encourage your members to speak with a mentor or officer regarding any concerns.
- Encourage the unit and post to work together as an American Legion Family team

## 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 remember to include these reports in your unit's final year-end report. Please include photos etc. as appropriate. Electronic versions are appreciated (jpeg & pdf), to [ljendres@charter.net](mailto:ljendres@charter.net)

### Year-End Reports

Each unit Leadership chairman or President is requested to submit a narrative report postmarked by **April 15, 2023**, outlining the unit's accomplishments and/or activities to Department Leadership Chairman, Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417 or [ljendres@charter.net](mailto:ljendres@charter.net)

### 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 Program Action Plan?
- 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).
- What is the total number of members attending any meetings/conferences session 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 leadership actions did your members take and how many members participated for each action?

## Leadership Awards

Here are the national awards for this committee:

**Unit Member of the Year Award** - The Unit Member of the Year Award was moved from the Past Presidents Parley program to the Leadership program.

Recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units.

- Deadline: April 15, 2023
- All unit entries must be received by the Department Leadership Chairman, Joyce Endres by 5 p.m. CST on the deadline date listed above.
- *Please note: You will receive a confirmation when your award is received.*

**Unit Member of the Year Award Form Link:** <https://www.amlegionauxwi.org/Unit Member of the Year award form>

### **Unit Award: Most Outstanding Unit Leadership Program (per division)**

- All department entries must be submitted by the department chairman via [electronic form](#) by 5 p.m. EST on June 1.

Note: You will receive a confirmation when your award is submitted.

**National Awards Form Link:** <https://www.legion-aux.org/National-Awards-Form>

### **Department Award: Best Department Leadership Program (per division)**

- All department entries must be submitted by the department chairman via [electronic form](#) by 5 p.m. EST on June 1.

Note: You will receive a confirmation when your award is submitted.

**National Awards Form Link:** <https://www.legion-aux.org/National-Awards-Form>

Please be sure each award entry includes a **cover sheet, on page 9.** (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 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, 2023
- Mail to Department Leadership Chairman Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417 or [ljendres@charter.net](mailto:ljendres@charter.net)

**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, 2023
- Mail to Department Leadership Chairman Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417 or [ljendres@charter.net](mailto:ljendres@charter.net)

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

**Award type:** Citation

**Presented to:** County/district president/leadership chairman who best exemplifies what their 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, 2023
- Mail to Department Leadership Chairman Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417 or [ljendres@charter.net](mailto:ljendres@charter.net)

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

**Award Type:** Citation

**Presented to:** Unit president/leadership chairman who best exemplifies what the 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, 2023
- Mail to Department Leadership Chairman Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417 or [ljendres@charter.net](mailto:ljendres@charter.net)

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

**Award type:** Citation

**Presented to:** The unit junior group who best exemplifies what the junior 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, 2023
- Mail to Department Leadership Chairman Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417 or [ljendres@charter.net](mailto:ljendres@charter.net)

**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**

- **Unit Member of the Year Award Link:** <https://www.amlegionauxwi.org/UnitMemberoftheYearawardform>
- 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 April 15, 2023
- Mail to Department Leadership Chairman Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417 or [ljendres@charter.net](mailto:ljendres@charter.net)

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

### National Contact Information:

Nancy Magginnis, National Chairman

Department of Indiana

[nancymagginnis@yahoo.com](mailto:nancymagginnis@yahoo.com)

Phone: 260-343-8168

Suzanne Knapp, National Central Div. Chairman

Department of Michigan

[suzanne.knapp26@gmail.com](mailto:suzanne.knapp26@gmail.com)

Phone: 586-596-5494

### National Leadership Committee Contact Information

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





## American Legion Auxiliary Department of Wisconsin

### UNIT MEMBER OF THE YEAR AWARD

The Unit Member of the Year recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units.

A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary Department and National Conventions.

#### Requirements:

1. Open to senior members in good standing who are not in an elected or appointed leadership role higher than unit president.
2. Accomplishments and activities must be achieved during the 2022-2023 ALA Year. You may add other relevant information, as needed.
3. Units must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address.

<b>Nominating Department:</b> Department of Wisconsin	
<b>Department Leadership Chairman</b> Name: Joyce E. Endres Address: 1147 Fleetwood Ave, Madison WI 53716-1417 Email: <a href="mailto:ljendres@charter.net">ljendres@charter.net</a> Telephone Number: 608-772-1763 (c)	
<b>Nominee Information</b> Name:  Address:  Email:  Telephone:	
Nominee's Unit Name and Number:	
Form must be completed and submitted to Department Leadership Chairman, Joyce E. Endres by  <b>April 15, 2023</b>	Joyce E. Endres 1147 Fleetwood Avenue Madison, WI 53716-1417 608-221-1763 (h) ♦ 608-772-1763 (c) <a href="mailto:ljendres@charter.net">ljendres@charter.net</a>

Attach narrative of 1,000 words or less describing the nominee's 2022-2023 accomplishments and activities.



## American Legion Auxiliary 2022-2023 Award Cover Sheet

Send completed form to: Leadership Chairman Joyce Endres, 1147 Fleetwood Avenue, Madison WI 53716-1417

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: \_\_\_\_\_