

## **LEADERSHIP PROGRAM ACTION PLAN 2016 - 2017**

Using the key word of President Kelli's theme "Navigate," how does one apply that to Leadership? Well, the definition of Navigate is: "to plan and direct the route or course of a ship, aircraft, or other forms of transportation, especially by using instruments or maps."

As we navigate towards the 100th anniversary of The American Legion Auxiliary, we must continue to learn, change, adapt, grow, and mentor our future leaders of the Unit. Leaders come in different shapes and sizes. A leader can be a mentor, officer, and even a general member.

Our goal this year is simply this: Every member must continue to learn and teach others about our great organization! If we do so with enthusiasm, it will lead to members who are more likely to volunteer, take part in meetings, and take leadership position, thus certifying that the leadership of this organization continues to be the very best.

Let us learn all we can about: Who are WE? What are we all about? What is our Mission Statement, Purposes, and Values? What does our Preamble really mean? Auxiliary Programs, Protocol, Duties of Officers, Duties and Responsibilities of all members, Constitution & Bylaws, On-Line Correspondence Courses by National, as well as, Nurturing a culture of goodwill at all levels of the organization!

One of the best ways to learn and/or be reminded about our organization is to attend an Auxiliary Basic Concept School (aka ABC School): ABC Schools inform members about the basics of The American Legion Auxiliary: Make-up of the Auxiliary – National, Departments, Districts, Unit; Unit Officers – what their duties are such as protocol for meetings, etc. ABC Instructors are available to conduct ABC Schools in all Districts. Depending on the size of the District, we are prepared to schedule two ABC Schools in that District. District Presidents, to schedule a school, please contact this Department Chairman with two or three dates, times, and locations and an Instructor will be booked to help you navigate through our wonderful organization.

To help our members "Navigate," it is our responsibility to give them the instruments and maps they need to thrive and survive by doing the following:

- Encourage all Senior and Junior members to participate in online Leadership Correspondence Courses available on the National website at [www.alaforveterans.org](http://www.alaforveterans.org).

Once done, the answer sheet and the cover sheet with the member's information are sent to this Department Chairman for grading. Your Course Completion Card will be sent to you by me personally. Do not send your answer sheet to National.

- Utilize knowledgeable members by having them mentor new and current members and chairmen (both seniors and juniors!).
- Educate and motivate our members to be the best that they can be.
- At Unit meetings, spend at least five minutes on a “Mini-Workshop” where an officer and/or chairman refreshes members on what their position/program is all about. You can also include reminders on protocol, rules, and procedures. This is especially important if new members are in attendance and if new information has been received for a program via the Newsletter, memos, emails etc.
- Educate members about all programs. Ask what interests them, and then match members with appropriate programs.
- Encourage updated program activities so that younger eligible women will want to join!
- Ask new members for ideas. This will entice them to become involved.
- Be open, not critical, of ideas from others. Keep an open mind.
- Lead by example!
- Promote use of the Unit Guide that is published by the Department of Florida. At the very least, all Unit Officers and Unit Chairmen should have a Unit Guide.
- Promote use of the National Unit Guide Book that is published by National. It contains sections on History-Mission-Purposes, Eligibility and Membership, Unit Officers, Unit Meetings, Unit Protocol, and includes a section of Frequently Asked Questions. At least every Unit should have this book! A downloadable PDF version of this book is on National’s website at <http://www.alaforveterans.org> (but I need to tell you that its close to 200+ pages). You can also purchase it from National Emblem Sales for about \$15.
- Encourage all members, including Legionnaires and Sons of The American Legion, to attend and participate in the District Schools of Instruction and ABC Schools.

## REPORTS

Mid-Year Report: Unit Leadership Chairmen: Please email your District Leadership Chairman by December 1, 2016, with a summary of what you’ve done during the first part of the Auxiliary year. District Leadership Chairmen: Please email me by December 15, 2016, a summary of what you have received from the Units. The information will then be sent to National for their mid-year report.

Year-End Report: Report forms have been provided. Remember to attach pages with additional information and details so we know exactly what you have done! Be proud of it! Units, please submit it to your District Leadership Chairman by April 1, 2017. Districts, please submit your report to me no later than April 15, 2017.

*“Leadership cannot really be taught. It can only be learned.”*

- *Harold Geneen*

## DEPARTMENT AWARDS

### Unit Awards:

The “Navigating through Parliamentary Procedure” award will be presented to the Unit Leadership Chairman in each of the six Membership Groupings who submits the best overall narrative/story about Mini-Workshops AND Mentoring done during the Auxiliary year. The narrative must follow the following guidelines:

1. Unit must have held at least three (3) Mini-Workshops (at least 5 minutes long).
2. Narrative must include the dates of the Mini-Workshops, topics covered, and the time spent on each Mini-Workshop.
3. Mentoring information must include the name of the mentor(s) and the name(s) of those being mentored.
4. Mentoring information must also include what topics were discussed/taught.
5. Narrative must be typewritten on 8 ½” x 11” paper, double-spaced, and not exceed 500 words.
6. Narrative must be in paragraph format – not just bullet points.
7. Narrative must be signed at the end by the Unit Leadership Chairman and the Unit President.
8. Fly/Cover Page must contain: Name of the Award, Unit Name, Number and Location, Membership Group #, and the name of the Unit Leadership Chairman.
9. All entries must be received by this Department Chairman thirty (30) days (May 28, 2016) prior to Department Convention, which is June 28, 2017.

“Navigating through Parliamentary Procedure” participation certificates will be awarded to all other Unit Leadership Chairmen who submit an entry to the “Navigating through Parliamentary Procedure” award as outlined above.

### District Awards:

A “Navigating Through Parliamentary Procedure” gift will be presented to every District

Leadership Chairman who submits both the Mid-Year Report and the Year-End Report to this Department Chairman by the dates specified above in this Program Action Plan. Both reports must include, but are not limited to, feedback from Units on their Mini-Workshops, mentoring of members, and attendance of any District ABC Schools.

## NATIONAL AWARDS

NOTE: When submitting an entry for any of the National Awards, you must submit a 2016-2017 National Award Cover Sheet with the entry (form is included with this PAP).

### Unit Awards:

**Leadership Training Award:** A plaque will be presented to the Unit Leadership Chairman who exemplifies what the Unit did to build leadership skills of Unit members during the year. The entry must be in narrative form and not to exceed 1,000 words. It must include the number of members attending leadership skills workshop. Pictures and examples are encouraged (note that submitted pictures will not be returned). All entries, including the 2016-2017 National Award Cover Sheet, must be sent to the Department Leadership Chairman and received no later than June 1, 2017.

**Junior Outstanding Leadership Award:** A citation will be awarded to the Junior group in each division that best exemplifies what the group did to build leadership skills. The entry must be in narrative form and 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 the Unit President or the Junior Activities Chairman. Pictures and examples are encouraged (note that submitted pictures will not be returned). All entries, including the 2016-2017 National Award Cover Sheet, must be sent to the Department Leadership Chairman and received no later than June 1, 2017.

## RESOURCES

- ALA Department of Florida website [www.alafl.org](http://www.alafl.org)
- ALA National website [www.alaforveterans.org](http://www.alaforveterans.org)
- American Legion Flag & Emblem Sales website [www.emblem.legion.org](http://www.emblem.legion.org)
- Constitution, Bylaws, Standing Rules – National, Department, and Units
- Let’s Be Right On Flag Etiquette
- Parliamentary Procedure Booklet
- Robert’s Rules of Order

Unit Guides (from Department)

National Unit Guide Book

Mary Kehoe

Department Leadership Chairman

13604 South Village Dr. #110

Tampa, FL 33618

Cell # 813-508-3822

[leadership@alaf1.org](mailto:leadership@alaf1.org)

American Legion Auxiliary, Department of Florida

District Leadership Year-End Report

2016-2017

District Chairman \_\_\_\_\_ District \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

1. Describe how the Units educated members about the Auxiliary programs and about the duties of officers and chairmen. {Please attach additional pages with extra information.}
2. Describe any new Leadership activities that were developed and initiated this year. {Please attach additional pages with extra information.}
3. Describe the Mini-Workshops held this year (i.e. how many were done & what was covered). {Please attach additional pages with extra information.}
4. Describe all Mentoring that was done this year. {Please attach additional pages with extra information.}
5. How many Unit members attended the District School of Instruction?

6. How many were first-time attendees to the School?
  
7. If an ABC School was held in your District (or in a nearby District), how many members from your District attended {If more than one School was held, give total # of members from all Schools.}?
  
8. How many members completed the Online Correspondence Course on National's website?
  
9. How many members utilized the other Online Courses and information on National's website?
  
10. How many Units sent an entry to National for the Leadership Training Award?
  
11. How many Units sent an entry to National for the Junior Outstanding Leadership Award?

This District Year End Report, along with a copy of each Unit's Year End report, to **Department Leadership Chairman Mary Kehoe must be received by April 15, 2017.**

**Mail to:**

**13604 South Village Dr. #110, Tampa, FL 33618**

American Legion Auxiliary, Department of Florida

Unit Leadership Year-End Report

2016 - 2017

Unit Chairman \_\_\_\_\_ Unit \_\_\_\_\_ District \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

1. Describe how you educated members about the Auxiliary programs and about the duties of officers and chairmen. {Please attach additional pages with extra information.}
2. Describe any new Leadership activities that were developed and initiated this year. {Please attach additional pages with extra information.}
3. Describe the Mini-Workshops held this year (i.e. how many were done & what was covered). {Please attach additional pages with extra information.}
4. Describe all Mentoring that was done this year. {Please attach additional pages with extra information.}
5. How many Unit members attended the District School of Instruction?
6. How many were first-time attendees to the School?

7. If an ABC School was held in your District (or in a nearby District), how many members of your Unit attended?
  
8. How many Unit members completed the Online Correspondence Course on National's website?
  
9. How many Unit members utilized the other Online Courses and information on National's website?
  
10. Did the Unit send an entry to National for the Leadership Training Award?
  
11. Did the Unit send an entry to National for the Junior Outstanding Leadership Award?

Send two (2) copies to your ***District Leadership Chairman*** and keep a copy for your file.

This report must be sent to the District Chairman and received by April 1, 2017.

American Legion Auxiliary, Department of Florida

Unit Leadership Mid-Year Report

2016 - 2017

Unit Chairman \_\_\_\_\_ Unit \_\_\_\_\_ District \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

1. Describe how you educated members about the Auxiliary programs and about the duties of officers and chairmen. {Please attach additional pages with extra information.}
2. Describe any new Leadership activities that were developed and initiated this year. {Please attach additional pages with extra information.}
3. Describe the Mini-Workshops held this year (i.e. how many were done & what was covered). {Please attach additional pages with extra information.}
4. Describe all Mentoring that was done this year. {Please attach additional pages with extra information.}
5. How many Unit members attended the District School of Instruction?
6. How many were first-time attendees to the School?

7. If an ABC School was held in your District (or in a nearby District), how many members of your Unit attended?
  
8. How many Unit members completed the Online Correspondence Course on National's website?
  
9. How many Unit members utilized the other Online Courses and information on National's website?
  
10. Did the Unit send an entry to National for the Leadership Training Award?
  
11. Did the Unit send an entry to National for the Junior Outstanding Leadership Award?

Send two (2) copies to your District Leadership Chairman and keep a copy for your file.

This report must be received by the District Chairman by December 01, 2016

American Legion Auxiliary, Department of Florida

District Leadership Mid-Year Report

2016 - 2017

Unit Chairman \_\_\_\_\_ Unit \_\_\_\_\_ District \_\_\_\_\_

Chairman's Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email address \_\_\_\_\_

1. Describe how you educated members about the Auxiliary programs and about the duties of officers and chairmen. {Please attach additional pages with extra information.}
2. Describe any new Leadership activities that were developed and initiated this year. {Please attach additional pages with extra information.}
3. Describe the Mini-Workshops held this year; i.e. how many were done & what was covered. {Please attach additional pages with extra information.}
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7. If an ABC School was held in your District (or in a nearby District), how many members of your Unit attended?
  
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10. Did the Unit send an entry to National for the Leadership Training Award?
  
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Send two (2) copies to your Department Leadership Chairman and keep a copy for your file.

This report must be received by the Department Chairman by December 1, 2016