

# Leadership 2023-2024

## Bells In Service



#ringyourBell

S-elflessness

E-xpectations

R-espect

V-alues

I-deals

C-ommitment

E-xcellence

## Our Purpose

To raise awareness of ALA leadership development opportunities.

To promote participation in the ALA Academy and other online courses.

To enhance knowledge about ALS history, programs and our organization.

As leaders in the American Legion Auxiliary, we must continue to respect and teach our members so that they become potential future leaders; we must provide them with the opportunities to use their specific skills and energy. We must continuously be looking for those with the potential to become our leaders of tomorrow. We do this my MENTORING.

Some leaders are born, but most are trained (through mentoring) to be good leaders, no matter what the experience or education, most anyone can be mentored to become a leader if they devote their time and energy to listen, learn and communicate.

The focus of our “clappers” should be to reach out to all eligible women and men in our communities. Show them what the Auxiliary can do to expand their confidence and leadership abilities.

For one to be a good mentor they must be knowledgeable. You do not have to be an expert on everything, but basic knowledge is *essential*. **Where do we get this knowledge?**

### Units (FIRE BALLS)

The unit is the most vibrant part of our organization that will truly make the Department of Florida noticeable. Without a Unit we do not have members.

### Members and Units (Clappers)

1. Work with a mentor to increase your interests, skills and knowledge.
2. Check out the various sources of leadership training that is available within the District, Department and National levels.
3. Build your leadership skills by volunteering to chair a program or special event.
4. Ask questions about any programs or terminology that you do not fully understand.
5. Familiarize yourself with the Department Unit Guidebook, Unit Constitution & Bylaws. If you do not understand something please ask the Unit President, Leadership Chairmen or Constitution and Bylaws Chairmen.

By taking an active part in the Unit and attending training workshops and being enthusiastic you would be surprised how much of a difference YOU can make. Everyone needs to stay open to innovative ideas and relationships and this means listening to common sense, the inner voice of reason and fairness.

### Unit Presidents (FIRE BALLS)

1. Get to know the members of the Unit. Be gracious and talk with them and see what their interests may be.
2. Take five to ten minutes to incorporate one portion of the leadership training at all meetings. Be sure to set aside a time to discuss important AA documents.
3. If possible, hold a special meeting/workshop to explain Unit Constitution, Bylaws and Standing Rules, how the Unit budget is created and how to write minutes of a meeting. Be familiar where you can find things when a member asks, “Show me where that is written”.
4. You cannot do this by yourself... *Build Your Team...* Select members who are willing to commit their time and energy so that they will strengthen the team and will be a valuable assistance to the Unit. Be sure to include members who volunteer to help.
5. Plan an initiation for new members. Present them with an Auxiliary pin, copy of the Unit Constitution, Bylaws and Standing Rules, a small American Flag. Be sure to let them know that they are an important part of the Unit.
6. Promote members to purchase or download a copy of the Department Unit Guide. Remember the Unit Guide changes every year.
7. It is important to know the history of our organization so encourage the \_\_\_\_ to take the online course offered by our National Organization.

### **District Presidents (BELL RINGERS)**

You are the guide for the Units. Get to know the Unit Presidents (\_\_\_\_). Assist them as much as you can by sharing your knowledge.

1. Build the District Team. You as the District President cannot do your job ALONE. Choose chairmen that will strengthen then the District Team. Invite them to attend the Department Workshop to get first hand information on the programs. Please carefully consider your selection. Do not give appointments to members of one Unit. Try to involve at least one member from every Unit in the District.
2. Hold District meetings that are informative. Have chairmen speak on the programs and do a question-and-answer session. You can also do portions of the ALA Academy.
3. Share articles on mentoring with the Units.
4. Ask new and younger members to assist as a committee member.
5. Lead by example.
6. Listen to a members' concerns before you respond.
7. Answer questions being sure to give a clear answer.
8. Most importantly give praise and recognition when members do what is requested or go beyond what was expected.

### **Department Chairmen (ACTION BELLS)**

Our Department Chairmen have worked diligently to bring you information on the various programs. Utilize their knowledge, ask questions, and most importantly follow their instructions.

Remember to always follow the chain of command! Unit member to Unit President. Unit President to District President and then District President to Department.

The future of our organization depends on each and everyone of us. We can accomplish this by being enthusiastic, having a cheerful outlook and leading by example. Work together as a team. Motivate and instill a sense of pride in who we are and what we do. Train and mentor all members regardless of how many years they have been a member of the American Legion Auxiliary and last but not least please 'Ring your Bell'

### **UNIT MEMBER OF THE YEAR**

The Unit Member of the Year award 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.

Must be a senior member in good standing and must not have served in any role higher than Unit President, however, does not have to serve as President.

The selection is to be based on the achievement the member has made through ONE program or project for the current year, for example the 2023-2024 Unit Member of the year worked on program, considering making 911 operators first responders.

What did the member do that was outstanding? Years of membership does not matter as this could be a new member. The narrative is to be no more than 1000 words.

Must include a cover sheet and must be signed by the Unit President and Unit Secretary. The nominated member does not sign this.

Must have required National Entry Form filled out.

All submissions must be sent to Department Leadership Chairman. Must be received no later than Wednesday, May 15, 2024, by 5:00 pm EST.

ALL ENTRIES RECEIVED AFTER THIS DTAE WILL BE AUTOMATICALLY DISQUALIFIED.

This chairman must sign off on the National Entry Form and then forward on to President Dee for her selection. President Dee has a DEADLINE to meet for National.

### **Reporting Dates**

**April 1, 2024 – Unit Chair to District Chair**

**April 15, 2023 – District Chair to Department Chair**

## **Bells in Service**

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