

SLIDES  
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LEADERSHIP 2014-2015

## WORKSHOP PRESENTATION

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*“Lighthouse Beacons”*

*Send out guiding signals.*

*This year those signals are called:*

*“Beams of Knowledge!”*

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What does Leadership mean to you?

Is it:

Being in a Leadership position?

OR is it:

The power or ability to lead other people?

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National’s POA reads: “The Leadership Program develops leaders at all levels, grows membership, and mentors members of all ages.”

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With that being said, let's talk about "the power or ability to lead other people."

Here is a quote that goes along with that:

**Leadership is action, not position.**

– Donald H. McGannon

It is up to each and every one of us to take action.


- We all do that by sharing knowledge!
- This year we will all strive to catch the Beams of Knowledge that are shining across the Department of Florida from the Lighthouse Beacons ... and we will become more enlightened Auxiliary members! 😊

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The goals this year are simply this:

- Every member must continue to **learn** and continue to **teach** others about our great organization!



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- If we do so with **enthusiasm**, it will lead to members who are more likely to volunteer, take part in meetings, and be leaders in the Auxiliary ... thus ensuring that the leadership of this organization continues to be the very best.
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⑦ We must **believe in ourselves**.

- All of us are Leaders to some degree
  - We all have knowledge that we can share with each other ... we can all learn from each other ... and in the end, together we will help the Auxiliary at all levels to grow.
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⑧ So ... Keep an eye on the Lighthouse Beacons and catch the Beams of Knowledge. Help light the way for members “old and new” by doing the following:

- Educate and motivate our members to be the best that they can be.



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- At Unit meetings, spend at least 5 minutes on a “**Mini-Workshop**” where an officer and/or chairman or two refreshes members on what their position or program is about.
    - 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 Communique, memos, etc.
  - Educate members on programs that are of interest to them = match members’ interests with the programs. Ask them what programs interest them and go from there!
  - Encourage updating program activities so that younger eligible women will want to join!
  - Utilize knowledgeable members by having them **mentor** new members and new chairmen. This applies to both senior and junior members.
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- **Mentoring is vital** to training others so they'll step forward and take positions!
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- Keep an open mind.
  - Lead by example!
  - Ask members for new ideas. This will entice members to become involved.
  - Be open, not critical, of those ideas.
  - Encourage all Senior and Junior members to participate in online Leadership Correspondence Courses available on the National website [www.alaforveterans.org](http://www.alaforveterans.org).
  - Keep an eye on National's website.
    - They have added in a section on Officers – Duties & Responsibilities
    - as well as a Protocol Presentation quiz and answers!
    - As more becomes available, I will be sure to share it with you. 😊
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- Conduct a humorous mock meeting to point out flaws in meetings. Believe it or not, this is a good way to learn how to conduct a meeting the proper way.
  - Promote use of Department's Unit Guide and National's Unit Handbook – which is now called Unit Guide Book! They are both loaded with a wealth of information ... use them! ☺ {SHOW Guides!}
  - Encourage all members, including Legionnaires and Sons of The American Legion, to attend and participate in the District Schools of Instruction where they will learn about the programs for the year.

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- Encourage everyone to attend the Auxiliary Basic Concept Schools (aka ABC Schools):

- The Schools inform members about the basics of the American Legion Auxiliary: the make-up of the Auxiliary = Units, Districts, Department, and National; Unit Officers ... what are their duties; protocol for meetings, etc.



- Instructors try to answer anything members ask ... and if they don't know the answer, they'll find it and get it to you!
- Your Department Leadership Instructors are willing to travel in order to conduct ABC Schools in all Districts. So ... District Presidents, to schedule one, please contact me with 2 or 3 available dates and locations ... and a Leadership Instructor will be booked to go! 😊 Everyone, please attend one in your District or in a nearby District - & bring other members with you. 😊

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SO ... that's all well and good. However, how about the 1<sup>st</sup> definition of Leadership: **“Being in a Leadership position.”** Some of you may be thinking: “I really want to be in a Leadership position ... BUT am I ready? ... what more do I need to know ... what more can I do to Become a More Effective Leader?”

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Here are some suggestions for that:

- If you haven't done so already, start by taking the National Leadership Correspondence Course.
- Also take the Protocol Presentation quiz on National's website.

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- Be Knowledgeable. You do not have to be an expert on everything, but having the basic knowledge is essential.
  - Be familiar with the documents that govern your Unit or committee. {C&B, Standing Rules, Plan of Action}
  - If you are faced with a difficult question, know where to go and whom to ask for the correct answer.
  - Follow the chain of command = Unit President first, she then goes to District President, and District President then goes to Department President.
  - Be familiar with all of the programs.
  - Have a working knowledge of Robert's Rules of Order ... or at least have a copy of Robert's Rules so you can look up information if need be.



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- Be willing to Listen. Be patient, understanding and respect the opinions of others.
- Be willing To Participate. Take an active part in your Unit, District, and Department whenever possible. Attend events that are held, attend Schools of Instruction, and go to meetings at Unit, District and Department levels.
- Be Enthusiastic and Inspire Others. Motivate others by your enthusiasm. Be a cheerleader and inspire others.
- Stay Open to new ideas. As a Unit grows and improves, new ideas and activities will keep it alive! Be open to new things ... not “the same old – same old things!”
- As members are selected to chair committees, **mentor** them – offer help when needed and be prepared to support when asked. Be positive and stay open minded.

OK ... I think that's enough to think about for now!

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Let's go into Awards for the year:

- Department Awards:

- At the UNIT level: a “Beacon Award” plaque will be presented to the Unit Leadership Chairman in each of the 6 Membership Groups who submits the best overall narrative/story about their Mini-Workshops and Mentoring. All of the rules for the Award are in the Plan of Action. Please follow them carefully ... and send in an entry!

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- All other UNIT Leadership Chairmen who submit an entry will receive a “Beacon Award” certificate.

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- On the DISTRICT level, a “Beam of Knowledge” gift will be presented to every District Leadership Chairman who submits both the Mid-Year Report and the Year-End Reports to me by the dates specified in the Plan of Action. Reports must include, but is not limited to, feedback from Units on



their mini-workshops, mentoring of members, and attendance at any District ABC Schools.

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• National Awards:

- **Leadership Training Award** plaque will be presented to the Unit Leadership Chairman who best exemplifies what the Unit did to build leadership skills of Unit members during the year.
- **Junior Outstanding Leadership Award** citation will be awarded to the Junior group in each Division that best exemplifies what the group did to build leadership skills.

\*\* For both of National's Awards ... please follow all rules set forth in the POA ... and send entries to National to be judged.

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## The “Dreaded” REPORTS

### Mid-Year Reports

Unit Chairmen → District Chairmen by Nov. 15, 2014

District Chairmen → Dept. Chairman by Dec. 1, 2014

{No form ... just mail or email summary!}

### Year-End Reports

Unit Chairmen → District Chairmen by April 15, 2015

District Chairmen → Dept. Chairman by May 1, 2015

{Forms provided in the Plan of Action ... complete  
all information & send them in time!}





I know that this is a lot to absorb. Leadership information is in the District packets – including some “How To” sheets from National. District Presidents and District Leadership Chairmen, please be sure to copy the documents and give a copy to every Unit in your District.

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**Remember:** We all must “catch the Beams of Knowledge” that are shining across the Department from the Lighthouse Beacons. We must share the knowledge with other members ... we must mentor “new and old” members ... and we must remember that we are all Leaders who are responsible for keeping our organization alive and well! ☺

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I leave you with the following quote to think about:

**A leader’s attitude is caught by his or her followers  
more quickly than his or her actions.**

– John C. Maxwell

**Any Questions?**