

# DEPARTMENT CHAIRMAN GUIDE

2019-2020



Celebrating 100 Years of Service to Our  
Veterans, Active-Duty Military, Children  
and Communities

Dear 2019-2020 Department Chairmen,

Thank you so very much for serving as a Department Chairman for the upcoming Auxiliary year. I am so excited to have the opportunity to work with you, as a part of our Department Leadership Team. **Teamwork** is a word we're all going to hear a lot this year, as we work together to strengthen the American Legion Auxiliary here in Florida.

Our theme for this year is "**Florida American Legion Auxiliary Strong.**" This is a simple phrase, that can mean so very much to each of us. In choosing this theme for the 100<sup>th</sup> Anniversary of our great organization, I have reflected much on all the **strong women** that have made an impact on the American Legion Auxiliary. During the year, we will be talking about "**strong women**" and defining how they are perfect to fulfill our mission. You will notice that my logo also includes an open heart. Yes, we're **strong** but we also have big hearts that are open and ready to help others.

Growing membership has been something near and dear to me for all my years as an American Legion Auxiliary member. When the time came to design my President's pin for 2019-2020, I wanted to have a design that would immediately relay the message of "**Who We Are, Where We're From, What We Do and how long we've been around.**" We're all supposed to have an "elevator speech" and I'm hoping these pins will allow us to "shave off" the Who's, Where's and Why's and allow more time for us to talk about our mission.

My President's Project for the year will be **Honor Flight**. I chose this project because I have been personally involved in my local Honor Flight group and will always carry the touching memories I have experienced as a volunteer. There are nine (9) Honor Flight Hubs (groups) throughout Florida. This means that most all of us will be close enough to personally volunteer with this amazing organization. Honor Flight's Mission is: **To transport America's Veterans to Washington, DC to visit those memorials dedicated to honor the service and sacrifices of themselves and their friends. Honor Flight Network is a non-profit organization created solely to honor America's veterans for all their sacrifices.**

I know that serving as a Department Chairman takes a lot of hard work and dedication. I know you're a "**strong woman**" that will do a great job of sharing information and guiding our members in a direction that will enrich our mission.

The Department Chairman's Guide is compiled of information that will help you during the 2019-2020 Auxiliary year. Please use this information and gather information from the National ALA website ([www.alaforveterans.org](http://www.alaforveterans.org)).

Always remember that you have been selected because of your unique ability to both lead and to serve.

Thank you for being " **Florida American Legion Auxiliary Strong.**"

*Ann King-Smith*

Department President

2019-2020

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## **It's a Year of Celebration**

Celebrating our 100<sup>th</sup> Birthday is truly a once in a lifetime experience. During the year, I want you to celebrate the accomplishments of the past 100 years and look forward to the amazing things that will happen during the next 100 years. You will play an important part in forming the path for many “**strong women**” to follow. National President Nicole Clapp has asked us to join her in “Celebrating a Century of Service.” Nicole’s Birthday Wish is to stop our membership slide and to recruit one new member in each Unit of our Department. She’s asking us to celebrate our own membership with our community and our fellow members all year long.

This year, our Membership theme will be “**Get Your Motor Running for the Next 100 Years**” and Chairman Terry Gallagher has assured me that every member will be “**revving it up for our veterans, full speed ahead.**”. Each District will be a different motorcycle and we’ll all be riding all over Florida looking for members.

Florida’s Department President’s Special Project is **Honor Flight**. The mission of **Honor Flight** is: **To transport America's Veterans to Washington, DC to visit those memorials dedicated to honor the service and sacrifices of themselves and their friends. Honor Flight Network is a non-profit organization created solely to honor America's veterans for all their sacrifices.**

## **DRESS CODE**

The American Legion Auxiliary does not have an official uniform; however, it is important to always look your very best! As a Department Chairman you **ARE** representing the Department of Florida. When dressing to impress, keeping it simple is always a good rule of thumb. Always be ALA branded when attending a public event.

Always dress appropriately for any event. Workshop, Fall Conference and Convention are business meetings, not social gatherings. Makeup and clothes should be conservative and in good taste. Business attire **is** expected. **Jeans, shorts or capris are never acceptable.**

This year, Department Chairmen should wear **navy slacks, white shirt/blouse and a red jacket** to Workshop, Fall Conference and Convention. This attire will not only look professional but will also make planning and packing for travel easier.

## **PROGRAM**

When planning your program, become familiar with the **National Program Action Plan**. This plan will be loaded with information about your program and will offer guidelines and priceless resources for you to use. Please remember to put your own mark on your program and make it special. In addition to “working” a program, members also want to have fun and celebrate their accomplishments, so keep it interesting. National Program Action Plans can be found at [www.alaforveterans.org](http://www.alaforveterans.org)

Often, members enjoy collecting items that they can bring to a Department event or meeting. These collections can be great motivational tools and can raise the enthusiasm of our members. Please remember to get approval from the Department President before planning a collection drive. This will assure that overlapping events don't occur.

Please visit both Units and Districts as often as possible to share information about your program. Be prepared to answer questions but don't feel terrible if you don't have the answer. It's always better to assure them that you will find the correct answer than to give the wrong one. Whenever you speak at an event, please convey thanks and good wishes from the Department President.

## **DEPARTMENT EXECUTIVE COMMITTEE MEETINGS**

As a Department Chairman, you are a member of the Department Executive Committee and as such, you **must** attend all meetings of this committee. Expense shall be allowed in accordance with the budget adopted at Department Convention.

The Department Convention Post Executive Committee Meeting is held directly following the close of Department Convention. During this meeting, you will be ratified as a Department Chairman. **Please remember that you are not permitted to vote as a member of this committee until you have been ratified.** At this meeting, program recommendations are heard and voted upon, and membership goals are set. There is no expense allowance for this meeting.

The Executive Committee may meet, at the call of the Department President, at Fall Conference. You will receive a “Call to Conference” indicating the time and date of the Executive Committee meeting and will be reimbursed as per the Department Budget.

There may be times during the year that something arises which needs a vote of the Department Executive Committee. If this happens, a letter will be mailed to you explaining the situation. A postcard ballot will be enclosed for your vote and MUST be returned to the Department Office within fifteen (15) days.

The day before Department Convention there will be another Department Executive Committee Meeting. At this time, action on charters and other business will be presented. You will receive a worksheet to be completed and returned together with receipts (mileage and lodging as allowed in the budget) by the close of Convention or mailed to Headquarters within thirty (30) days after convention. You must attend this final Executive Meeting in this administrative year.

If at any time you cannot be present for one of these meetings, you must notify the Department President or the Department Secretary as soon as possible, stating the reason for your absence. If you cannot attend a meeting where you are required to give a report, it is your responsibility to have a committee member give your report and turn in all written reports as requested.

### **EXPENSES**

As a Department Chairman and a member of the Department Executive Committee, you will receive compensation for certain things. The Department Finance Committee will make recommendations to the membership for approval in the annual budget. Check the budget to see what is allowed for your Chairmanship. All programs have an allocation for program expense, awards and some have allocations for travel. The form for awards reimbursement is in your Chairman's book. Mail your request for reimbursement, together with appropriate receipts, to the Department Treasurer as early as possible, however, no request for reimbursement will be accepted after June 30<sup>th</sup>, per Finance Rules listed in the Unit Guide. If you have any questions about expenses, check with the Department Treasurer.

When authorized by the Department President to attend a meeting (a call in) you will need to go to [www.alafi.org](http://www.alafi.org) under Forms and Resources and complete a Reimbursement Worksheet. You are required to complete the worksheet and return to the Department Treasurer, along with hotel receipt in your name and proof of mileage from printed map source.

Compensation is based on mileage and lodging (if traveling from out of State your allowed mileage would be from your Post home location to the site of the meeting) as stated in the

annual budget. If you do not drive to the site, you may not request travel reimbursement.

If you rode with another member of the Executive Committee, the member is to list you on their worksheet as a passenger. If the passenger in your car or roommate receives reimbursement from any Unit, Post, Squadron, Department or other, you must disclose this on your form.

**NO DOUBLE- DIPPING!** You MUST answer roll call at **ALL** sessions and should be in attendance to answer questions from the membership throughout the entire session when possible.

### **BOOT CAMP**

The first meeting for you will be Boot Camp. This is where you will receive valuable information on what is expected of you as a Chairman. You will also be completing your Program Action Plan and working with your assigned mentors. This year's boot camp will be held July 11 – July 14, 2019, at the Wyndham Lake Buena Vista Resort, located at 1850 Hotel Plaza Boulevard, Lake Buena Vista, Florida 32830-2202.

The first meeting at boot camp is at 7:00 PM Thursday night and we should end around noon on Sunday. Your room will be paid for; however, Department provides no meals or travel, due to budgetary restraints. Department will make all room reservations. Rooms will be booked two people to a room, non-smoking double occupancy.

Please bring a rough draft of your Program Action Plan to Boot Camp on a jump drive. We encourage you to bring your laptop. Printers will be provided for your use during boot camp.

### **PROGRAM ACTION PLAN**

You are required to prepare a Program Action Plan. This Plan consists of an outline of your program. Your responsibility is to research National's Program Action Plans and compile the information you would like to present to the Units. The outline is to include points of emphasis from National and Department and any topics **you** would like to highlight. Include pamphlets and any related material available, suggested contributions and hints on promoting the program.

Many of the Programs crossover, sometimes so much that it is hard to distinguish between them. Talk with the other Chairmen work together and form your Program Action Plan.

Try to incorporate the Department President's theme when planning your program. The awards page should include a list of all Department revolving trophies and any additional awards you wish to present. **Department only provides the awards listed in the Unit Guide. All other awards are your responsibility.** All awards, before being announced, must be submitted to and approved by the Department President.

When preparing your Program Action Plan, you are to use Times New Roman, or Arial Font number eleven (11) or twelve (12) with one (1) inch margins on both sides of paper. You are to submit an electronic copy of your plan either via email or on a CD using Microsoft Word or Adobe pdf. **Headquarters staff is here to assist you, not to do your work for you.** You will find them extremely dedicated, hardworking and helpful. Always remember to respect and appreciate them .

The Program Action Plan from the National Organization is a five (5) year plan with an annual supplement usually arriving around the first week in August. Review National's annual supplement and make any appropriate changes to your Program Action Plan. Be sure Department has your final version to post on the website by the date determined at Boot camp. Remember to encourage Units to apply for Department and National Awards.

When you receive the National Program Action Plan, review it **Carefully!** Before formulating your questions for the Year-End Report and /or Narrative make sure the questions you have asked will allow you to respond to National's questions completely.

A District Master Mid-Year and /or Narrative Form and Year-End Report and /or Narrative Form must be prepared for the District Chairman. Simply revise the Unit Mid-Year and Year-End Report form to enable the District Chairman to compile and summarize the Unit answers. The entire Program Action Plan, including the District Master Mid-Year and Year-End Report Form is to be included in your Program Action Plan submitted to Department Headquarters.

**We will discuss more on Reporting at Boot Camp!**

## **WORKSHOP**

The Department Workshop will be held at the Wyndham Lake Buena Vista Resort at 1850 Hotel Plaza Boulevard, Lake Buena Vista, Florida 32830-2202 on August 9-11, 2019. At this Workshop, you will present “your” program for the year. The files of the previous Chairman may be helpful to you, and you should study them thoroughly. **This year, I am requesting that each chairman include at least one (1) activity that requires audience participation.** This can be a game, quiz, trivia or anything to encourage audience participation. We will discuss this further at Boot Camp in July.

Involve your Committee Members – use visuals and charts. Presentation boards will be distributed at Bootcamp. If your presentation requires audio/visual equipment other than Power Point, you must notify Department Headquarters at least fifteen (15) days prior to Workshop.

Each Department Chairman should introduce the committee members in the beginning of the presentation and involve them in your presentation. End by allowing (and encouraging) the audience to ask questions about the program. Remember, these are members of **THE** Committee **not MY** Committee. Please encourage enthusiasm, new ideas, and fresh approaches. Remember people support what they help create!

In your presentations, know what your program encompasses. The goal for the Workshop is to prepare and train the District Chairmen to put on a District School of Instruction.

## **FALL CONFERENCE**

Not all programs are emphasized at Fall Conference. The Department President will notify you if your Chairmanship will be featured. Only those Chairmen who will be platform or breakout session presenters will be allowed mileage and lodging reimbursement, upon completion of a worksheet as per the approved budget.

If your Chairmanship is to be highlighted, you will be notified of the time limit. For the Conference to run smoothly, you must adhere to this limit. Make the presentation interesting, informative, and stimulating. There is no allowance in the budget to pay for guest speakers or special equipment. Contact the Department Secretary well in advance to see if equipment needed is available. Use your committee members to greet and escort speakers, help with

presentations, and distribute handouts.

The name and title of any guest speakers must be sent to Department Headquarters thirty (30) days. This will allow time for information to be included in the Fall Conference Program.

ALL Chairmen are required to submit a written report to the Department Secretary. This report is **NOT** a copy of the presentation you make at the conference, but information on how you are promoting your program, new material from the National Organization and goals for the remainder of the year. If your program is not highlighted you are still required to submit a written report. Your report should be typed, using double spacing.

All Chairmen are asked to prepare something for teach District packets to include changes, updates or information on your program. Seventeen (17) sets should be prepared ahead and brought to Fall Conference to go into the District packets. If you need assistance with making copies contact Department Headquarters thirty (30) days in advance.

### **BOOK OF REPORTS**

At the end of the year, you are required to submit a report for the Book of Reports. You will be notified by Department as to the date your report is due.

This report enables you to give complete details of activities and accomplishments of the Units. At Convention, your oral report will be limited to three (3) minutes, so save the details for your written reports. Per Department Finance Rules, this report is required to receive payment for attending Convention.

### **DEPARTMENT CONVENTION**

Oral reports will be given on the Convention floor, beginning on Friday. Following your narrative, you must submit a typed, double spaced report, including awards. All awards will be presented with the assistance of your committee members immediately following your report. You are encouraged to recognize Units and/or members who do exceptional work with at least a citation.

Certificates of participation will not be announced from the podium. If a resolution pertaining to your Chairmanship has been presented, the Resolutions Chairman will read it immediately after your awards have been presented. **NOTE: Only the revolving trophy award plaques are**

**purchased by Department Headquarters.** You are to contact the Department Secretary thirty (30) days prior to Department Convention with the names of the award winners. These plaques will be on the podium for you to present at the time of your presentation.

You are required to turn-in your Chairman's Binder along with the Department jump-drive given to you at the beginning of the year. Failure to do so will result in you not receiving payment for attending Convention.

## **NEWSLETTER**

Each Chairman will be required to submit at least one (1) article to the Department Newsletter. These assignments are included in this Guide. Newsletter articles must be submitted to the Department Secretary no later than the 15<sup>th</sup> of each month prior to the month of publication. In addition to being published in the printed Department Newsletter, articles will be available on the Department website. You are encouraged to submit an article each month on your program.

Please submit articles for the Newsletter via email to [secretary@alafi.org](mailto:secretary@alafi.org) or at [www.alafi.org](http://www.alafi.org) under Newsletter. All articles are to be in Microsoft Word only. Pictures should be jpeg format and sent as a separate attachment from article. **Please do not send photos via USPS. Articles should be proofread and print ready! Always remember to include the Who, When, What and Where information when submitting photos.**

If you have a specific graphic you would like to appear on your page, send it to us, and room permitting, it will appear on your page. Please note the schedule of programs in the Unit Guide is different from the schedule included in this Guidebook. The Unit Guide schedule is for Program planning purposes for the Units. Your article is placed in the Newsletter earlier. Remember, you can place articles in the Newsletter more often than your assigned month. If it is not your month, and there is no room for your message, it will be held until the following month. Department office staff will handle all formatting of the page.

The Newsletter article schedule is on a separate piece of paper so you may remove it from this guide and place it where it will help you remember your assigned month. The programs are important to the well-being of the organization so please showcase your program.

## **NATIONAL / DIVISIONAL CONTACTS**

In the beginning of the year, write to both the National Chairman and Southern Divisional Chairman. Their names and addresses will be in the National Program Action Plan. Tell both the National and Southern Division Chairmen about your program plans for the year. Send them updates from time to time, such as a copy of the Program Action Plan, your bulletins and any outstanding activities reported by Units or Districts under your program.

In January, send a Mid-year report to your National Chairman and your Southern Divisional Chairman, with a copy to the Department President. Your report will be used by National to compile a report for the Washington D.C. Conference. This Conference is National's mid-year conference. We certainly want Florida's activities mentioned at the National level in this report. **This report is not optional! You are required to submit it and send a copy to the Department President.**

## **YEAR - END REPORTS TO NATIONAL**

Each year, we make every effort for Florida to be **100% IN YEAR - END REPORTS**. As a Chairman, you will need to collect reports and information from District Presidents, District Chairmen, and Unit Presidents. Information you receive from these key members will help you to make your report successful. If Units or Districts have not submitted reports to you by the due date, don't hesitate to contact the District President.

The District Chairmen should request two copies of each Unit report from the Unit Chairman. The District Chairman should keep one copy and forward one to you, along with her District Report. Make sure you get these copies and review each Unit report. Quite often you will find a special project or unique idea from a Unit that you may want to use in your report to the Department and/or to National.

When the National report is complete, you are to send the Department President a copy, indicating the date it was mailed to the National Chairman or Southern Divisional Chairman as required. Make certain you are mailing it to the proper person. Sending your report by Certified Mail, Return Receipt Requested, might be a good idea.

Check the National Program Action Plan for deadlines and addresses to send the winning Unit narratives, and your Department narrative. A copy of **All** narratives sent to National should be forwarded to the Department President.

### **FUND RAISERS**

**There shall be no fundraising, nor any project involving raising of funds by any Department Chairman without prior approval of the Department President.**

**READY....SET... GO**

I hope you're as excited as I am about the great opportunities we have this year to work together as a **TEAM** to enrich the lives of our veterans, support our active-duty military, mentor our children and strengthen our communities.

**Together**

**Everyone**

**Achieves**

**More**



## "MAIL CALL" NEWSLETTER SCHEDULE

**Remember, you are encouraged to submit an article every month!!!**

<b>AUGUST</b>	Education Constitution and Bylaws
<b>SEPTEMBER</b>	Veterans Affairs and Rehabilitation Public Relations Children & Youth Past Presidents Parley
<b>OCTOBER</b>	National Security Legislative
<b>NOVEMBER</b>	Americanism Auxiliary Emergency Fund
<b>DECEMBER</b>	Community Service Leadership Girls State
<b>JANUARY</b>	Children & Youth Veterans Affairs and Rehabilitation Junior Activities
<b>FEBRUARY</b>	Children and Youth Poppy
<b>MARCH</b>	Cavalcade of Memories Americanism
<b>APRIL</b>	Legislative Girls State
<b>MAY</b>	Juniors Activities – Children & Youth