

**LEADERSHIP PROGRAM ACTION PLAN**

2017-2018

“Catching Rays of Hope towards Brighter Futures!”

This great organization has not survived for almost 100 years by itself. The dedication and efforts of its members, and especially it’s leaders has forged our path. Leadership is a vital part of this process. It is our responsibility to train and mentor members so that the Auxiliary will survive another 100 years and beyond.

Businessdictionary.com provides some pertinent descriptions of LEADERSHIP:

1. The individuals who are the leaders of an organization, regarded collectively.
2. The activity of leading a group of people or an organization or the ability to do this.

Leadership involves:

Establishing a clear vision

Sharing that vision with others so that they will follow willingly

Providing the information, knowledge and methods to realize that vision

Coordinating and balancing the conflicting interests of all members and stakeholders

A LEADER steps up in times of crisis and is able to think and act creatively in difficult situations.

Source – Businessdictionary.com

The future of our organization is reliant on our efforts to:

Clearly disseminate information about our history, structure and programs

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Train and mentor both seasoned and new members

Motivate and instill a sense of pride in who we are and what we do

Create enthusiasm that is viral!

**TOOLS OF THE TRADE**

At our disposal, are many tools to assist us with relaying information to our members:

DEPARTMENT WORKSHOP

At the beginning of each term, Department of Florida holds a WORKSHOP. Encourage your members to attend. This is an opportunity to learn about the new committee Program Action Plans for the ensuing year. Innovative ideas are exchanged and we jump-start the new term. Excitement and enthusiasm is catching! Be part of a larger group and bring home the excitement of new ideas and motivate your Unit.

DISTRICT SCHOOL OF INSTRUCTION

Annually, each District should host a School of Instruction. This is where the District officers and chairman provide members with the new Program Action Plans. It is a great opportunity for Units to encourage attendance at their upcoming events. Take advantage of this forum to update members on issues arising from the Department and National conventions.

ABC SCHOOLS - Auxiliary Basic Concepts

This class, held within each District, provides a comprehensive review of the Auxiliary structure, officer functions, committee descriptions and general Unit operations. Arrange for a class at your District with the Department Chairman (robinburk@att.net). We have numerous certified instructors in Department who are very knowledgeable will provide a high level of enthusiasm that will invigorate the crowd.

ALA ACADEMY

Our National ALA leaders have established the ALA Academy so members can conveniently learn about the American Legion Auxiliary. This initiative allows members to learn at their own pace. The curriculum is varied. This format provides the ability to print out and save materials for use at Unit meetings and other training sessions. ([www.ALAforveterans.org](http://www.ALAforveterans.org))

For the On-line Correspondence Leadership training, please follow all instructions for grading so you may receive your course completion card.

AMERICAN LEGION FAMILY TRAINING

The Legion groups are a family! Check with your Commanders to learn about other training sessions with subject matter that may be beneficial to our membership. The Legion sponsors the Legion College, Sargent-at-Arms and Service Officer training. Encourage your members to take advantage of these opportunities.

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TRAINING AT UNIT MEETINGS - New Tools

What’s Cooking?

Every Unit meeting is an opportunity to educate the members. Holding a short training session (mini workshop) enhances the experience at your meetings. Here’s a suggestion for passing on information at your Unit meeting:

Purchase a plastic “cauldron” at the local party store. Fill it full of note cards with questions written on them.

At each meeting, have your newest member pull a card out of the cauldron and have her read it.

Have a Past President or committee member (an expert on that subject) answer the question.

This is not only a way to disseminate information, but for members to get to know each other, to embrace the new members and get them involved!

Round Robin

As each term brings us not only successes but struggles, here’s a suggestion on how to get the new and immediate past officers together. It’s an opportunity to not only share information, but, if needed, to mend some fences:

At your first meeting of the year, set aside ½ hour for the immediate past officer/ chairman to sit down with their successor.

The past officer should bring with her ALL of the information for her office along with her contact information.

Encourage a discussion about the position, so the new officer can start her term prepared!

Not only will this strengthen your Unit, but maybe some friendships will blossom in the meantime.

This is one member EMPOWERING another!

Lastly, be sure to submit your Mid-Year and Annual reports timely. Please keep copies for your records.

I wish you the best of luck in working the Leadership Program Action Plan. Please know that I am here to assist you to make this a banner year for your Leadership program!

For God & Country,

**Robin Burk**

Robin J. Burk

Leadership Chairman, Department of Florida

[robinburk@att.net](mailto:robinburk@att.net) / 561-371-7240

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AWARDS

UNIT AWARD - INVESTING IN BRIGHTER FUTURES

An award will be presented to the Unit Leadership Chairman who submits the best overall narrative about the leadership successes of their Unit during the current term.

The narrative must include:

Holding at least 3 training session of at least 5 minutes in duration.

Dates of training sessions, topics covered, name of mentor and time invested in each session

List of attendees for each session

Report written on 8 ½ x 11” paper, double-spaced, not to exceed 500 words

Paragraph form, not just bullet-points

Fly Page (cover page) with the name and signature of the Unit Chairman and Unit President, Unit name and number

Entries need to be submitted to the District Chairman via e-mail, with a “CC:” to the Department Chairman no later than April 1st, 2018.

DISTRICT AWARD - 100% PARTICIPATION

For every District that has 100% participation in reporting, the District Chairman will be presented with a Certificate.

NATIONAL AWARDS

MOST OUTSTANDING UNIT LEADERSHIP PROGRAM

A plaque will be presented to the Unit Leadership Chairman who submits a narrative that best showcases the creative Unit efforts to build leadership skills in the Unit during this term.

The entry must:

Be in narrative form

Not exceed 1,000 words

Include the number of members attending Leadership skills workshops

Pictures and examples are encouraged (pictures will not be returned)

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All entries for National awards must conform to the directions and National cover sheet that are attached.

Send your entry to the Department Leadership Chairman no later than April 15th, 2018.

**RESOURCES**:

National website: [www.alaforveterans.org](http://www.alaforveterans.org)

Department website: [www.alafl.org](http://www.alafl.org)

American Legion Flag & Emblem Sales website: [www.emblem.legion.org](http://www.emblem.legion.org)

Constitution & ByLaws, Standing Rules – for National, Department & Units

Let’s be Right on Flag Etiquette Booklet

Parliamentary Procedure Booklet

Robert’s Rules of Order – available on-line, searchable

Unit Guide – updated annually and available through Department

National Unit Guide Book – (Poppy book)

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American Legion Auxiliary, Department of Florida

District Leadership Year-End Report

2017-2018

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

Chairman’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe how the Units educated members about the Auxiliary programs and about the duties of officers and chairman. (Attached additional pages if necessary.)

2. Describe any new Leadership activities that were developed and initiated this term. (Attached additional pages if necessary.)

3. Described the Mini-workshops held this year. (Include the number held and the information c covered. Attach additional pages if necessary.)

4. Described all mentoring performed this term. (Attach additional pages if necessary.)

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 nearby District), how many members from your District attended. If more than one School was held, give a total number of members from ALL

Schools.)

8. How many members completed the On-line Correspondence Courts on National’s website?

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9. How many members utilized the other On-Line 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?

Send this District Year-End Report, along with a copy of each Unit’s Year-End report to the Department Chairman no later than April 15th, 2018. ([robinburk@att.net](mailto:robinburk@att.net))

American Legion Auxiliary, Department of Florida

Unit Leadership Year-End Report

2017-2018

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

Chairman’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe how the Unit educated members about the Auxiliary programs and about the duties of officers and chairman. (Attached additional pages if necessary.)

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6. How many were first-time attendees to the School?

7. If an ABC School was held in your District (or nearby District), how many members from your Unit attended.

8. How many Unit members completed the On-line Correspondence Courts on National’s website?

9. How many members utilized the other On-Line Courses and Information on National’s website?

Page 2 – Unit Year-End Report

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?

Send this Unit Year-End Report, to the District Chairman, with a “CC:” to the Department Chairman ([robinburk@att.net](mailto:robinburk@att.net)), Southern Area Chairman and the National Chairman no later than April 4th, 2018.

American Legion Auxiliary, Department of Florida

District Leadership Mid-Year Report

2017-2018

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

Chairman’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Schools.)

8. How many members completed the On-line Correspondence Courts on National’s website?

Page 2 - District Year-End Leadership Report

9. How many members utilized the other On-Line 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?

Send this District Mid-Year Report, along with a copy of each Unit’s Year-End report to the Department Chairman no later than December 1st, 2018. ([robinburk@att.net](mailto:robinburk@att.net))

American Legion Auxiliary, Department of Florida

Unit Leadership Mid-Year Report

2017-2018

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

Chairman’s Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe how the Unit educated members about the Auxiliary programs and about the duties of officers and chairman. (Attached additional pages if necessary.)

2. Describe any new Leadership activities that were developed and initiated this term. (Attached additional pages if necessary.)

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6. How many were first-time attendees to the School?

7. If an ABC School was held in your District (or nearby District), how many members from your Unit attended.

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9. How many members utilized the other On-Line Courses and Information on National’s website?

Page 2 – Unit Mid-Year Leadership Report

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?

Send this Unit Year-End Report, to the District Chairman, with a “CC:” to the Department Chairman ([robinburk@att.net](mailto:robinburk@att.net)), no later than November 15th, 2018.