

Leadership

Program Action Plan – 2016-2017

Barbara Parkhurst, Chairman

The Leadership Program raises awareness of ALA leadership development opportunities.

What can you do?

1. Learn about and promote participation in developing leadership skills.

Member

- Work with a mentor to develop/enhance interest, skills and knowledge of the ALA.
- Become familiar with the different types of leadership training available through the Department, the National organization and your community. Pick one that appeals to you and participate wholeheartedly.
- Build your leadership skills by volunteering to chair a short-term project.
- Give a short presentation on ALA training opportunities to the unit.

Unit

- Get to know the members of your unit. Help them identify the skills they can put to use in service to our veterans. Not all leaders have titles.
- Survey members to identify their interests and skills. Match projects based on individual member's strengths.
- Develop a plan to incorporate at least one aspect of leadership learning, monthly or quarterly, at meetings.
- Hold a workshop/brunch focusing on preparation of reports and applying for awards.
- Provide the ALA pin to new members.
- Purchase a Unit Guide Book to share among members at meetings and encourage them to go online to download information.
- Identify individuals willing to assist members who wish to acquire or strengthen computer skills in order to communicate via the Internet.
- Identify individuals who lack the ability to communicate via the Internet and ensure their inclusion in all unit and department communications.

2. Enhance leaders' knowledge about ALA history, programs and organization.

Member

- Take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- Attend district/department training sessions/workshops.
- Volunteer to be a trainer/course leader.
- Ask questions.
- Share past experiences.
- Prepare a personal history of your involvement in the organization, refer to *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- Attend a Mission Training session or other National Event.

Unit

- Initiate new members. Offer every new member an orientation packet.

- Offer an ALA information refresher course for all members.
 - Encourage members to take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
 - Recognize members who have completed the course either in a meeting or via public relations.
 - Encourage members to participate in Mission Training or other National event.
3. **Encourage the use of ALA reference documents and materials, such as the Unit Guide Book; Unit, District, Department and National Constitution and Bylaws and www.ALAforVeterans.org.**

Member

- Download/purchase the referenced documents and become familiar with them.
- Volunteer to assist a Junior member in learning about the documents of the ALA.
- Ask questions about any programs or terminology you don't fully understand.
- Ask members to review the Unit Guide Book, Unit Constitution and Bylaws, District Constitution and Bylaws, Department Constitution and Bylaws and National Constitution and Bylaws noting things found puzzling things or not understood. Bring these questions to your Leadership Chairman for clarification.
- Participate in the ALA Innovative Leadership Video Contest Challenge. If chosen, your video will be playing on the ALA YouTube channel. Go to www.ALAforVeterans.org or your Department Leadership Chairman for specific information.

Unit

- Set aside a time to discuss important ALA documents at unit meetings and develop a committee to address changes in procedures based upon review of the referenced documents.
- Develop a plan to assist Junior members in learning about the referenced documents.
- Utilizing available materials, collectively develop a unit plan for projects on which your unit wishes to work.
- Hold a workshop to explain Unit Constitution and Bylaws, Standing Rules, how the Unit finances are structured, how a budget is planned, and how to write meeting minutes.
- Set aside a “show me where it’s printed” at meetings where members can ask why something is done the way it is or where in the governing documents it says we have to do it this way.
- Ask members to review the Unit Guide Book, Unit Constitution and Bylaws, District Constitution and Bylaws, Department Constitution and Bylaws and National Constitution and Bylaws noting things they don't understand or find puzzling things. Address what comes from the discussion by documenting the results. Set aside a time to answer questions that arise from any discussion on the ALA documents. Follow guidelines on www.ALAforVeterans.org. Submit to the National organization, the name of any member who demonstrates an innovative or development practice, for a National President “Shout Out”. Follow guideline on www.ALAforVeterans.org.

4. Offer a mentoring program, utilizing the knowledge and experience of members that have served as leaders beyond the Unit level.

Member

- Complete a (member/leader data) unit survey for your Unit. Refer to www.ALAforVeterans.org, Leadership page, and How to Sheet.
- Volunteer to be a mentor for a member or Junior member on the Unit/District level.
- Learn the process and apply for a Unit, District, Department or National appointment.
- Seek election to a Unit, District, Department or National office.

Unit

- Use positive, experienced members to train and guide new members.
- Encourage members to volunteer to train/guide new members.
- Encourage members to become “experts” in some areas so that they can become the Unit mentor in that area.
- Discover potential leaders and talent within your Unit by collecting a Unit survey form from every member.

5. Nurture a culture of goodwill at all levels of the organization.

Member

- Resolve to consider your own behavior before evaluating others. Expect the best of people.
- Participate in discussions or debates while demonstrating respect for opinions that are different from your own. When you disagree, extend the olive branch of friendship since we all share a common mission.
- Speak privately with another member directly, rather than involving others with your concerns.

Unit

- Invite new members to participate in meetings and events.
- Always greet new members and offer a new member packet.
- Provide Unit officers’/board of directors’ contact information.
- Unit leaders should encourage members to work their issues out directly with the parties involved rather than attempting to fix the situation by intervening.
- Listen to what members have to say and thank them for their ideas.
- Be open, rather than critical, of the ideas of others.
- Assist in positive solutions to conflicts by focusing on the desired outcome.
- Give praise and recognition when members do what is asked or go beyond what is expected.

Narrative Reports

As part of your narrative report, please include answers to the following questions:

- What Department trainings did your Unit members attend? Did any new members participate?
- What topics or presentations were held on the Unit/District level?
- Of members attending these trainings, what feedback did they give about what they learned, how did training improve their ability to lead and what training would they like to attend in the future?
- Did anyone provide training on nurturing a culture of goodwill?

- Did your Unit utilize the Unit member/leader data survey? What were your member responses?

Leadership Reporting

Mid-Year Reports

- Each Unit Leadership Chairman is required to submit a mid-year report by **December 1, 2016** to her District Leadership Chairman.
- Each District Leadership Chairman is required to submit a mid-year report by **December 15, 2016** to the Department Leadership Chairman.

Annual Reports

- Each Unit Leadership Chairman is required to submit an annual report by **April 15, 2017** to her District Leadership Chairman.
- Each District Leadership Chairman is required to submit an annual report by **May 1, 2017** to the Department Leadership Chairman.

National Leadership Awards:

Each award entry must include a cover sheet, found in the Fall Conference Packet. Please be sure to make arrangements for the return of materials in advance. Narratives for awards are separate from narratives for Mid-Year and Annual Reports – both must be identified when submitted.

Unit Award - Leadership Training Award

One Unit Leadership Chairman in each Division who best demonstrates innovative methods to help members develop the leader within.

- Narrative format, not to exceed 1,000 words.
- Pictures and examples are encouraged.
- Number of members attending leadership skills workshops/trainings.
- Attach an Award Cover Sheet, including the name of the award, as well as the name and contact information for the Department and Unit Leadership Chairman.
- Entries must be **sent to Department Leadership Chairman by May 1, 2017.**

Department Chairman Personal Awards:

An award will be presented to the Unit Leadership Chairman who best demonstrates what her Unit did to promote a culture of goodwill.

An award will be presented to the District Leadership Chairmen hosting a Department Leadership Workshop in their District.

An award will be presented to the District Leadership Chairmen who submit a mid-year report to the Department Leadership Chairman by December 15, 2016.

Additional Resources you can use:

- www.ALAforVeterans.org
 - ALA Senior Basics Course: A Course on our History and Legacy
 - Junior Leadership Course: “The ALA: My Organization and What I Need to Know to Grow as a Member”
 - PowerPoint: “Officer Duties and Responsibilities”
 - Unit Guide Book
 - National Constitution and Bylaws

- New Member Packet – Refer to Membership Programs Action Plan How to Sheets
- Members Only Section – filled with valuable information for all members: Membership and new members suggestions and sample information; Member Resources and Benefits; Department and Unit Resources for Support Tools
- How to Sheets
 - How to Utilize a Member Data Survey Form
 - How to be a Good Leader
 - How to Conduct a Meeting
 - How to Lead a Small Unit
 - How to Grow Leadership Capacity, Nurturing a Culture of Goodwill
 - How to Live a Culture of Goodwill
 - How to Complete Reports
 - How to Make Videos for Submission to the ALA YouTube Channel
 - How to Receive a Shout Out from the National President
 - How to Take the Innovative Leadership Video Challenge
- *Robert's Rules of Order, Newly Revised*
- Basic Parliamentary Procedure
- American Legion Flag and Emblem Sales: 1-800-4LEGION; www.emblem.legion.org; P.O. Box 36460, Indianapolis, IN 46236-0460

The ALA Leadership Program provides opportunities to develop leaders in your Unit and is a rewarding program to participate in. Many of you are leaders and aren't even aware of it. I am looking forward to serving you as Department Leadership Chairman. If you have any questions about the program, please email me at bparkhurst@aol.com or call me at 765-860-2347 (cell) or 765-453-2585 (home).

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