

American Legion Auxiliary  
Department of Indiana  
Leadership  
Programs Action Plan  
2018-2019

The Leadership program and the 2014-2019 ALA Centennial Strategic Plan: In support of Goal 3 (Develop Leadership at All Levels), the Leadership committee raises awareness of leadership development opportunities through how to sheets and online resources.

**What is this program and why do we have it?**

The Leadership Program raises awareness of ALA leadership development opportunities.

The purpose of the Leadership Committee is to develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate and mentor members of all ages on all levels and phases of our programs.

The American Legion Auxiliary is an organization that provides women of all ages, Junior and adult members, the opportunity to develop and hone their leadership skills. Our organization depends on an ever-emerging streak of competent new leaders, trained and guided by experienced ones, to assume leadership within the Auxiliary and advance its mission long into the future.

**What can you do?**

1. **Learn about and promote participation in the ALA Academy (which is a result of the ALA Centennial Strategic Plan).**

**Ideas for the 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.
- Take the ALA Leadership Academy courses on **[www.ALAforVeterans.org](http://www.ALAforVeterans.org)**.

**Ideas for the Unit:**

- Get to know the members of your unit. Help them identify the skills they can use in service to our veterans. Not all leaders have titles.
- Survey members to identify their interest 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.

- Bucket List - Bring a bucket to the meeting to sit on a table and have members put questions in the bucket that officers can answer at a designated time during the meeting.
- Share a leadership tip each month.
- Hold a workshop/brunch focusing on preparation of reports and applying for awards.
- Provide the ALA pin to new members
- Purchase a Unit Guidebook to share among members at meetings and encourage them to go online and download information.
- Identify individuals willing to assist members who wish to acquire or strengthen computer skills 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.
- Participate in the AL Leadership Academy as a unit.
- Involve the Juniors!

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

### **Ideas for the 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

### **Ideas for the 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 another 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](http://www.ALAforVeterans.org)**

**Ideas for the 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 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](http://www.ALAforVeterans.org) or your Department Leadership Chairman for specific information.
- Think outside the box and come up with new ideas to promote our programs and to entice prospective members to become active members

**Ideas for the 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 must do it this way.
- Ask members to review 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. 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](http://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](http://www.ALAforVeterans.org).
- Work as a team and think outside the box and come up with new ideas to promote our programs and to entice prospective members to become active members, to include your Juniors in the training and promoting our programs.

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

**Ideas for the Member:**

- Complete a (member/leader data) unit survey for your Unit. Refer to [www.ALAforVeterans.org](http://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.
- Mentoring is a great way to provide support and assistance to women veterans who are transitioning back into the civilian community.
  - Offer to assist with job interviewing skills, resume building, and clothing needs to help prepare individuals to succeed and achieve.

**Ideas for the Unit:**

- Use positive, experienced members to train and guide new members.
- Encourage members to volunteer to train and 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.
- Hold a workshop specifically for women veterans who are transitioning back in to the civilian community.
  - Assist with job interviewing skills and resume building.
  - Provide business/ business casual clothing donations to the women.
- Search local businesses that are owned and operated by women veterans and assist them by promoting and financially supporting the products and services they offer.
- Connect with local homeless shelters and VA outreach programs to discover if women veterans have specific needs to enable them to safely enhance their living conditions and maximize employment opportunities.

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

### Ideas for the 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 an olive branch of friendship since we all share a common mission.
- Speak privately with another member directly, rather than involving others with your concerns.
- Print and Distribute Goodwill cards from Strategic Planning at **[www.ALAforVeterans.org](http://www.ALAforVeterans.org)**
- Perform random acts of kindness
- Be a Goodwill Ambassador

### Ideas for the 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.
- Enable members to demonstrate goodwill to internal and external audiences
- Utilize Culture of Goodwill resources at **[www.ALAforVeterans.org](http://www.ALAforVeterans.org)**
- Give praises and recognition when members do what is asked or go beyond what is expected.
  - Fill out and submit a ALA RockStar nomination form to the Department Leadership Chairman

## **Leadership Reporting:**

### Mid-Year Reports

- Each Unit Leadership Chairman is required to submit a mid-year report by **December 1, 2018** to her District Leadership Chairman
- Each District Leadership Chairman is required to submit a mid-year report by **December 15, 2018** to the Department Leadership Chairman.

### Annual Reports

- Each Unit Leadership Chairman is required to submit an annual report by **April 15, 2019** to her District Leadership Chairman
- Each District Leadership Chairman is required to submit an annual report by **April 27, 2019** to the Department Leadership Chairman.

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

1. What Department trainings did your Unit members attend? Did any new members participate?
2. What topics or presentations were held on the Unit/District level?
3. Of the members attending these trainings, what feedback did they give about what training would they like to attend in the future?
4. Did anyone provide training on nurturing a culture of goodwill?
5. Did your Unit utilize the Unit member/leader survey? What were your member responses?
6. How did your Unit/District promote thinking outside the box and new innovative ways to promote leadership?
7. How did your Unit/District promote a culture of goodwill?
8. How did your Unit/District promote mentoring and working with female veterans?

**\*PLEASE INCLUDE PICTURES & NEWSPAPER ARTICLES WITH YOUR NARRATIVE REPORT\***

### **National Leadership Awards:**

Taking the time to share a favorite story about the positive impact you or someone you know has had on our mission is worth doing! It helps us tell the world **Who We Are, What We Do, and Why We Matter**. Just three simple steps to add your part to our Department success story:

1. Please follow instructions as you fill out the National Report and Awards Cover Sheet.
2. Provide details/examples about the activity as outlined in the award's materials and guidelines section.
3. Submit as indicated

National Report and Awards Cover Sheet, deadlines, and Leadership committee contact information may be found on the Leadership committee page on the national website, [www.ALAforVeterans.org](http://www.ALAforVeterans.org)

**Unit Award:** Most Outstanding Unit Leadership Program

**Type of Award:** Citation Plaque

**Presented to:** One Unit in each division (5 overall awards) that best demonstrates innovative methods to help members develop the leader within.

**Materials and guidelines:**

- Narrative not to exceed 1,000 words
- Types of training provided
- 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
- Must have participation in *American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy*
- Pictures and examples are encouraged
- Must show increased participation in Mission Training
- Deadline June 1, 2019 postmarked or emailed by 5 p.m.
- Send to the National Division Chairman Trish Ward  
2633 Shasten St., Grove OK 74344  
(918) 786-9156  
[tbw\\_ksaux@yahoo.com](mailto:tbw_ksaux@yahoo.com)

\*The National President's Award for Excellence (NPAE) will be awarded to those who emphasize the national president's focus through the American Legion Auxiliary's programs. See criteria and guidelines in the NPAE cover sheet located under "General Information" in the 2018-2019 Annual Supplement to the Programs Action Plan.

**Department Awards:**

**Rosey Newman Monetary Awards** - submitted directly to Rosey Newman either by email or USPS mail by May 15th, 2019

- A. To the Unit that submits the best report of thinking outside the box in teaching leadership skills to their members for the year.
- B. To the District that submits the best report of thinking outside the box in teaching leadership skills to their members for the year.

**Personal Awards:**

- C. To the Unit reporting the best demonstration of mentoring and working with female veterans during the transition to civilian community
- D. To the Unit reporting the best demonstration of promoting a culture of goodwill
- E. To the District(s) that host a Department Leadership Workshop in their District
- F. To the District reporting the best demonstration of promoting a culture of goodwill

\*Department and Personal Awards will be presented at Department Convention – July 2019.

## Resources:

1. [www.ALAforVeterans.org](http://www.ALAforVeterans.org):
  - a. ALA Senior Basics Course: A Course on our History and Legacy
  - b. Junior Leadership Course: "The ALA: My Organization and What I Need to Know to Grow as a Member"
  - c. PowerPoint: "Officer Duties and Responsibilities"
  - d. Unit Guide Book
  - e. National Constitution and Bylaws
  - f. New Member Packet - Refer to Membership Programs Action Plan How to Sheets
  - g. Members Only Section - filled with valuable information for all members: Membership and new member suggestions and sample information; Member Resources and Benefits; Department and Unit Resources for Support Tools
  - h. Strategic Planning
    - i. Goal 3
    - ii. Culture of Goodwill Resources
  - i. How to Sheets
    - i. How to Utilize a Member Date Survey Form
    - ii. How to be a Good Leader
    - iii. How to Conduct a Meeting
    - iv. How to Lead a Small Unit
    - v. How to Grow Leadership Capacity, Nurturing a Culture of Goodwill
    - vi. How to Live a Culture of Goodwill
    - vii. How to Complete Reports
    - viii. How to Make Videos for Submission to the ALA YouTube Channel
    - ix. How to Receive a Shout Out from the National President
    - x. How to Take the Innovative Leadership Video Challenge
2. *Robert's Rules of Order, Newly Revised*
3. *How Successful People Think* by John C. Maxwell
4. *Developing the Leader Within You* by John C. Maxwell
5. Basic Parliamentary Procedure
6. American Legion Flag and Emblem Sales: 1-800-4LEGION;  
**www.emblem.legion.org**; P.O. Box 36460, Indianapolis, IN 46236-0460
7. Follow us on Facebook:
  - a. American Legion Auxiliary National Headquarters  
[www.facebook.com/alaforveterans](http://www.facebook.com/alaforveterans)
  - b. American Legion Auxiliary Leadership Program Facebook group:
  - c. American Legion Auxiliary Department of Indiana  
[www.facebook.com/American-Legion-Auxiliary-Department-of-Indiana](http://www.facebook.com/American-Legion-Auxiliary-Department-of-Indiana)

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. Remember, you don't need a title to be a leader!

Follow the Yellow Brick Road to Success this year as we "Celebrate their Service and Ours"

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