



## Department of Ohio Plan of Action

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### LEADERSHIP

#### **CHAIRMAN**

Pam Bates

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#### **REPORT DUE :**

**April 15, 2016**

**SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION**

**Department of Ohio Plan of Action**

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**2015 – 2016 Department Report Form**

This form should be attached to each narrative that is submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information as completely and accurately as possible. If a Unit only completes this form and does not do a narrative, they will still receive credit as having completed a report. However, if the report shows all zero's or blank information this will not qualify as an actual report.

**Please complete the following.** Be sure to give the complete name of your Unit.

District # \_\_\_\_\_ Unit # \_\_\_\_\_ Membership Goal \_\_\_\_\_

Full Official Name \_\_\_\_\_

Unit President/Chairman (circle one) Name: \_\_\_\_\_

Phone Number: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_ Member ID # \_\_\_\_\_

Specific Award Name (if applicable) \_\_\_\_\_

**PROGRAM:  
LEADERSHIP**

**Answer the following Questions or include answers in your narrative and fill in the boxes at the bottom**

- How many unit and/or department trainings did your department do? \_\_\_\_\_
- Total number of members attending all of these trainings? \_\_\_\_\_
- What topics or presentations were included in your trainings? \_\_\_\_\_
- Did you hold training on nurturing a culture of goodwill? \_\_\_\_\_

**Program Summation:**

Total Number of Volunteers	Total Number of Jr. Volunteers	Total Number of Volunteer Hours	Total \$\$ Spent on Program
			\$

**If you would like to be considered for a Department or National Award attach your narrative to this report form. Follow all criteria when composing your Unit Program Narratives. Criteria for ALL narratives are as follows:**

Narrative must be typed written in narrative form.

Narrative must not exceed 1,000 words. (Can be fewer words if program dictates)

Narrative may include photographs and news articles.

Optional-A copy of your Unit ALA Impact Form (Only necessary if it requires it based on the Plan of Action Directions)

**Report Deadline: April 15, 2016**

**Narrative Deadline: April 15, 2016**

**MAIL TO DEPARTMENT LEADERSHIP CHAIRMAN**

**Pam Bates, 2122 Willow Run Circle, Enon, OH 45323 pamelabates9@gmail.com**

# Department of Ohio Plan of Action

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The Leadership Program and the 2014-2019 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.

## **LEADERSHIP**

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

The Leadership Program develops leaders at all levels, grows membership and mentors of all ages.

### **What can you do?**

#### **1. Develop future leaders at all levels of the organization.**

#### **Ideas:**

##### **Member**

- Attend a workshop/training session to learn about available tools, resources and leadership opportunities available.
- Work with a mentor to develop/enhance interest, skills and knowledge at the ALA.
- Chair a short-term project.
- Give a short presentation on an ALA program to the unit.

##### **Unit**

- Explain to members why we do the things we do (tradition, history).
- Hold a workshop on how to be a chairman and/or organize a project.
- Encourage a member to temporarily serve as unit president, chaplain, etc. for a meeting.
- Survey members to identify interest and skills.
- Develop a plan to use tools and resources monthly or quarterly at meetings.
- Hold a workshop/brunch on how to prepare reports.
- If unit budget allows, consider a gift of the ALA pin to new members.
- Purchase a unit handbook to share among members at meetings.

##### **Department**

- Plan a workshop on leadership skill development for your department, units and/or prospective members.
- Hold a workshop to explain the department Constitution & Bylaws and how the department budget is developed and its effectiveness. Explain the financial reports in depth.
- Provide members with opportunities to use their skills and energy.
- Hold a workshop to train department chairmen and unit chairmen on how to write a good Plan of Action for their programs and how to write better reports.
- Challenge department leaders and units to use the tools and resources provided.
- Survey units to identify barriers to leadership.

# Department of Ohio Plan of Action

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

### Ideas:

#### Member

- Take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at [www.ALAforVeterans.org](http://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](http://www.ALAforVeterans.org) under the Leadership tab, to discover from national happenings what may have influenced the personal history.

#### Unit

- Offer a new member orientation packet and initiation.
- Offer a refresher course for all members on Auxiliary information.
- Encourage members to take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) under the Leadership tab.
- Recognize members who have completed the courses either in a meeting, via public relations or membership.

#### Department

- Offer *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) under the Leadership tab.
- Offer *Welcome to the Junior ALA Course "The ALA: My Organization and What I Need to Know to Grow as a Member"* at [www.ALAforVeterans.org](http://www.ALAforVeterans.org) under the Leadership tab.
- Use the training PowerPoint presentations provided on the Leadership page on the national website, [www.ALAforVeterans.org](http://www.ALAforVeterans.org).
- Challenge department leaders and units to use the tools and resources provided in the POA or on the website.
- Plan a workshop on leadership skill development for your department, units and/or prospective member.
- Hold a workshop to train department chairmen and unit chairmen on how to write a good Plan of Action for their programs and how to write better reports.
- Survey units to identify skills/interests to develop leadership.

## 3. Encourage the use of Auxiliary reference documents and materials, such as the Unit Guide Book and Constitution & Bylaws.

# Department of Ohio Plan of Action

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## Ideas:

### Member

- Download/purchase the referenced documents and become familiar with them.
- Volunteer to assist a Junior member in learning about 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 & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws noting things they don't understand or find puzzling.

### Unit

- Set aside a time to discuss important Auxiliary documents at unit meetings and develop a committee to address changes in procedures based upon a review of the referenced documents.
- Develop a plan to assist Junior members in learning about the referenced documents.
- When creating your unit Plan of Action, use the guide book to review program explanations, follow your department chairman's Plan of Action. The complete national Plan of Action can be found on the national Auxiliary website.
- Hold a workshop to explain unit Constitution & Bylaws, Standing Rules, how the unit finances are structured, how the budget is planned and how to write meeting minutes.
- Set aside a "show me where it's printed" at meetings where a member can ask why something is done the way it is or where in the C&B it says we have to do it this way.
- Ask members to review the Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws noting things they don't understand or find puzzling and address what comes from the discussion by documenting the results.
- Set aside time to answer any questions that arise from any discussions on Auxiliary documents.

### Department

- Hold a workshop on these documents, providing guidelines on the basics of protocol, parliamentary rules and how to conduct a meeting using correct protocol.
- Ask members to review the Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws noting things they don't understand or find puzzling and address what comes from the discussion by documenting the results.
- Set aside a time to discuss reference documents at department meetings.
- Develop a committee yearly to address changes in procedures based on a review of the referenced materials.
- When sending newsletters or other documents, describe any changes coming from the national organization such as Constitution & Bylaws or any other program that has been affected immediately, such as rules to a program or deadline date changes.

## Department of Ohio Plan of Action

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

#### Ideas:

##### Member

- Volunteer to be a mentor for a senior or Junior member on the unit/department level.
- Learn the process and apply for a unit, department and/or national appointment.
- Seek election of a unit, department or national office.
- Apply for a unit, department or national appointment.

##### 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 she can become the unit mentor in that area.

##### Department

- Assign positive, experienced chairmen to mentor new chairmen.
- Share articles on mentoring with members.
- Ask new/younger members to serve as leaders.
- Train members to be mentors.

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

#### Ideas:

##### Member

- Learn by listening and asking questions.
- Participate in decisions or debates calmly.
- Speak privately with one other member to a mentor or officer regarding any 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.
- Answer questions.
- Listen to what members have to say.
- Be open, rather than critical, of the ideas of others.
- Assist in positive solutions to conflicts.
- Give praise and recognition when members do what is asked or go beyond what was expected.

# Department of Ohio Plan of Action

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## Department

- Welcome new members graciously by recognizing them at meetings.
- Lead by example; work with officers and chairmen in a team effort.
- Listen to members' concerns before responding.
- Keep an open mind.
- Answer questions seeking assistance from other leaders to give a clear and defining answer.
- Give praise and recognition when members do what is asked or go beyond what was expected.

## *Additional Resources You Can Use*

1. [www.ALAforVeterans.org](http://www.ALAforVeterans.org):
  - a. "Auxiliary Basics" course on our history and legacy
  - b. Junior Course: "The ALA: My Organization and What I Need to Know to Grow as a Member"
  - c. PowerPoint: "Officer Duties and Responsibilities"
  - d. How-to sheets
  - e. Unit Handbook
  - f. National Constitution & Bylaws
2. Robert's Rules of Order
3. Basic Parliamentary Procedure

## **NATIONAL AWARD INFORMATION & DEADLINES**

### **Remember to us the official American Legion Auxiliary 2015-2016 National Award Cover Sheet**

1. Unit Award: Leadership Training Award

Presented to: the unit Leadership chairman who best exemplifies what her unit did to build leadership skills of unit members during the year.

Award type: Plaque

Materials and guidelines:

  - ✓ Narrative not to exceed 1000 words.
  - ✓ Pictures and examples are encouraged.
  - ✓ **DEADLINE: APRIL 15, 2016**
  - ✓ Mail or Email to Department Chairman
2. Junior Outstanding Leadership Award

Presented to: the Junior group in each division who best exemplifies what the group did to build leadership skills.

Award type: Citation

Materials and guidelines:

  - ✓ Narrative not to exceed 250 words.
  - ✓ Pictures and examples are encouraged.
  - ✓ **DEADLINE: APRIL 15, 2016**
  - ✓ Mail or Email to Department Chairman

# Department of Ohio Plan of Action

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## DEPARTMENT AWARD INFORMATION & DEADLINE

### 1. Mid-Year Report Special Citation

Units and Districts are encouraged to send to me by **December 1, 2015** a narrative of 250 words outlining your accomplishments and/or activities in promoting Leadership. See recommended items to include on the Report Form at the beginning of this POA.

### 2. Year-End Reports Special Citation

Unit and Districts are encouraged to send to me by **APRIL 15, 2016** a narrative of 250 words outlining your accomplishments and/or activities in promoting Leadership. See recommended items to include on the Report Form at the beginning of this POA.

### 3. Unit Award: Leadership Training Award

Presented to: The unit Leadership chairman who best exemplifies what her unit did to build leadership skills of unit members during the year.

Award type: Citation

Materials and guidelines:

- ✓ Narrative not to exceed 1000 words.
- ✓ Pictures and examples are encouraged.
- ✓ **DEADLINE: APRIL 15, 2016**
- ✓ Mail or Email to Department Chairman

### 4. Junior Outstanding Leadership Award

Presented to: the Junior group in each division who best exemplifies what the group did to build leadership skills.

Award type: Citation

Materials and guidelines:

- ✓ Narrative not to exceed 250 words.
- ✓ Pictures and examples are encouraged.
- ✓ **DEADLINE: APRIL 15, 2016**
- ✓ Mail or Email to Department Chairman

### 5. Member on-line Leadership Award

- a. A wallet-size certificate will be presented to individuals taking the on-line “Auxiliary Basics” course on our history and legacy. Go to [www.alaforveterans.org/Members/Leadership](http://www.alaforveterans.org/Members/Leadership). Follow the directions of the coversheet for the Leadership Course.
- b. A wallet-size certificate will be presented to individuals taking the on-line “Auxiliary Basics” course on our history and legacy. Go to [www.alaohio.org/Programs/Leadership](http://www.alaohio.org/Programs/Leadership). Follow the directions of the coversheet for the Leadership Course.