



Department of Ohio Plan of Action



LEADERSHIP

CHAIRMAN

Pam Bates
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REPORT DUE : April 15, 2017

SEE BACK SIDE FOR REPORT FORM & NARRATIVE INFORMATION

Department of Ohio Plan of Action

2016 – 2017 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

- What unit trainings were held for members and were they well attended by returning and new participants?

- What topics or presentations were included in your trainings? _____
- Of members attending these trainings, did you require feedback concerning what they learned, how this training will improve their ability to lead, and what trainings they would like to attend in the future?

- Did you hold training on leadership or nurturing a culture of goodwill? _____
- Did your unit successfully implement the unit member/leader data survey? _____
- What were the unit responses to the data survey? (This form can be found at www.alaforveterans.org under Leadership Plan of Action "How To Sheets") _____

Program Summation:

Total Number of Members attending a Unit Meeting	Total Number of Members attending a District Meetings	Total Number of Members Attending School of Instruction	Total Number of Members Attending Mid-Winter Conference

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 or Member 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, 2017

Narrative Deadline: April 15, 2017

MAIL or EMAIL TO DEPARTMENT LEADERSHIP CHAIRMAN

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

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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 (www.alaforveterans.org) and online resources (listed at the end of What can you do #5).

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

The Leadership Program raises awareness of ALA leadership development opportunities.

What can you do?

1. Learn about and promote participation in the ALA Leadership Academy, which is being developed as a result of the ALA Centennial Strategic Plan.

Ideas:

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 your 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 Guidebook 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.
- Participate in the ALA Leadership Academy as a unit.

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 under the Leadership tab.

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- 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, to discover how national endeavors may have influenced your personal history.
- 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, Department, and National Constitution & Bylaws, Department Operations Guide, ALA Girls State Program Guide, and the national website listing of previous annual reports, to include the Centennial Strategic Plan initiatives.

Ideas:

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 & Bylaws, Department Constitution & Bylaws and National Constitution & 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 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 a 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.

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- 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 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 & 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 ALA documents. Follow guidelines on www.ALAforVeterans.org. Submit, to the national organization, the name of any member who demonstrates an innovative leadership recruitment or development practice, for a National President ‘Shout out.’ Follow guidelines on www.ALAforVeterans.org.

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

Ideas:

Member

- Complete a (member/leader data) unit survey for your unit. Refer to www.ALAforVeterans.org, Leadership page, and How To sheet found at the end of this program Plan.
- Volunteer to be a mentor for a member or Junior member on the unit/Department level.
- Learn the process and apply for a unit, Department and/or national appointment.
- Seek election to a unit, Department or national office.
- Apply for a unit, Department or national committee 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 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.

Ideas:

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.

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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 was expected.

Additional Resources You Can Use

1. 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. How to sheets
 - e. Unit Guide Book
 - f. National Constitution & Bylaws
 - g. New Member Packet, refer to Membership Programs Action Plan How To sheets
 - h. 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
2. Robert's Rules of Order
3. Basic Parliamentary Procedure
4. Your national committee members (see front page of this program Plan)
5. American Legion Flag & Emblem Sales: 1-888-4LEGION, emblem.legion.org
P.O. Box 36460, Indianapolis, IN 46236-0460
6. www.alaohio.org
 - a. Ohio On-line Course: *A Journey in Becoming a Successful & Knowledgeable Member*
 - b. Slide shows: *Unit Leadership and District Leadership*
 - c. *Mission Training Slide Shows*

LEADERSHIP NATIONAL AWARD INFORMATION & DEADLINES

Each award entry must include a cover sheet. **The cover sheet should contain the following: (1) Name of Award; (2) Unit No.; (3) District No.; (4) Unit President or Chairman's Name; (5) Contact Phone No.; (6) ALA Member ID#; and (7) email address.** Please be sure to make arrangements for the return of materials in advance. **Narratives for awards are separate from narratives for mid-year and year-end reporting; both must be identified when submitted. ***When writing your narrative for a Leadership award use the recommended items on the Report Form at the beginning of this Plan of Action and items under each of the 5 "What You Can Do"

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sections-Unit for as a template for your narrative. (Send narratives to the address or email address located at the front of this Plan of Action.)

Unit Award: Leadership Training Award

Award type: Citation: one in each division (5).

Presented to: Awarded to one unit Leadership chairman who best demonstrates innovative methods to help members develop the leader within.

Materials and guidelines:

- Narrative not to exceed 1,000 words.
- Pictures and examples are encouraged.
- Types of training provided.
- Number of members attending leadership skills workshops/trainings.
- Attach the National Award Cover Sheet, including the name of the award, as well as the name and contact information for the Department and unit Leadership chairman.
- Send entries to the Department Leadership chairman by **April 15, 2017**
- The Department Chairman will forward the winner to the Central Division Leadership Chairman.

How To Sheets (available at: <https://www.alaforveterans.org/members/programs-action-plan/> or request to Department Chairman via email

- How to Utilize a Member Data Survey Form
- How to be a Good Leader
- 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 Conduct a Meeting
- 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

DEPARTMENT AWARD INFORMATION & DEADLINE

Leadership Reporting - Use recommended items on the Report Form at the beginning of this Plan of Action and items under each of the 5 “What You Can Do” sections-Unit as a template for your narrative.

Mid-Year Reports

Mid-year reports reflect the program work of Units in the Department. Units are encouraged to send a narrative of not to exceed 1000 words outlining their accomplishments and activities promoting Leadership. **DEADLINE** to Department Chairman is **December 15, 2016**, at the mail address or email address found on the front page of this Plan of Action.

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Year-End Reports

Year-end reports reflect the program work of Units in the Department. Units are encouraged to send a narrative of 250 – 1000 words outlining their accomplishments and activities promoting Leadership. **DEADLINE** to Department Chairman is **April 15, 2017**, at the mail address or email address found on the front page of this Plan of Action.

Department Award: Most Outstanding Overall Leadership Program Award

Award Type: Plaque

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

Materials and guidelines:

- Narrative not to exceed 1,000 words, describing how your Unit helped develop future leaders.
- Pictures and examples are encouraged.
- Must have completed and passed the *American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* <https://www.alaforveterans.org>
- Must have completed and passed Ohio On-Line Course, *A Journey in Becoming a Successful and knowledgeable Member* www.alaohio.org
- Must have completed and passed the National on-line Junior Course, *The ALA: My Organization and What I need to know to Grow As a Member* <https://www.alaforveterans.org>
- Must have submitted a Mid-Year and End-of-Year Report
- Must show increased participation in Mission Training.
- Held a Leadership Workshop at the unit level
- Send entries via mail or email to the Department Leadership Chairman by **April 15, 2017**
- The Department Chairman will forward the winner to the National Leadership Vice Chairman.
- **DEADLINE: APRIL 15, 2017**

Department Award: Junior Outstanding Leadership Award

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

Award type: Citation

Materials and guidelines:

- Narrative not to exceed 1000 words.
- Pictures and examples are encouraged.
- Completed and passed the National on-line Junior Course, *The ALA: My Organization and What I need to know to Grow As a Member* <https://www.alaforveterans.org>
- **DEADLINE: APRIL 15, 2017**
- Mail or Email to Department Chairman
- **Members Leadership Awards - DEADLINE: APRIL 15, 2017**
 - 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**. Follow the directions of the coversheet for the Leadership Course.

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- A wallet-size certificate will be presented to individuals taking the on-line “Journey To Knowledge” course on our history and legacy. Go to www.alaohio.org/Programs/Leadership. Follow the directions of the coversheet for the Leadership Course.
- A certificate will be given to Senior members in the Department who: (1) take the two above courses; (2) take the Junior On-line Course (has a wealth of information); (3) attends both the School of Instruction and the Mid-Winter Conference and (4) writes a not to exceed 1000 word narrative stating the above requirements were accomplished and what they learned by taking the courses and attending SOI and Mid-Winter.

District Leadership Trainers:

DIST		DIST	
1	GWEN SCHROEDER gweniesue@yahoo.com	8	JODI KEELS flok2991@gmail.com
2	SHIRLEY MAURER pmaurer@nktelco.net	9	VACANT
3	PAULA BLOSSER crtrptr32@gmail.com	10	BETH TOALSTON batoalston@hotmail.com
3	CAROL T ROBINSON abernia@aol.com	10	MARTHA LEE THATCHER thatcher_m@sbcglobal.net
4	DONNA RAY rrayent@aol.com	11	PAM JACKSON beverlyvillage@midohio.twcbc.com
5	MARY ANN DULL alamadlady54@yahoo.com	12	JUDY LEDDY jal85@aol.com
5	KATHY HEICHEL dkhichel@aol.com	13	RENE REESE rqr21@sbcglobal.net
6	BRENDA MORSE 419-560-1856	14	KAREN PEEL karen.peel@svindustries.cm
7	KATHI JO ZORNES katjo74@juno.com		