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***Welcome To The***

***Department of Ohio***

***American Legion Auxiliary***

**Journey to becoming a**

**SUCCESSFUL & KNOWLEDGEABLE MEMBER**

**What**: This course teaches members about our organization, history, basic protocol, and basic conduct of business thorough a self-paced study.

**Who**: Every member is encouraged to enhance her membership by expanding her knowledge of the organization. The leadership course is designed and available for any member in good standing.

**Why**: A good strong organization is comprised of knowledgeable members. The more you know, the more informed you are concerning the mission of our organization, how best to accomplish our tasks, and how you are an integral part in the success of the organization.

**Where**: Take the course in the comfort of your own home, with your Auxiliary sisters at a meeting or in a classroom session.

**How**: There are two methods to participate in this course. You may choose to read the material, then answer the test questions or you may wish to follow along with the PowerPoint presentation. Whichever method you choose, print the answer sheet

When you have completed the answer sheet send it to your Department Leadership Chairman by email (preferably ) or mail). Her email & mailing addresses are found in the Plan of Action, Bulk Mailings and Buckeye Messenger. A card of completion will then be prepared and sent to you.

 **(SLIDE 1)** WELCOME TO OUR TODAY’S JOURNEY TO BECOMING A SUCCESSFUL & KNOWLEDGEABLE MEMBER. AT THE END YOU WILL BE TAKING A SHORT TEST OF WHAT YOU HAVE LEARNED TODAY.

 **(SLIDE 2)** MOST INDIVIDUALS DO NOT WAKE UP ONE MORNING AND SAY “I WANT TO BE A SUCCEFFULS & KNOWLEDGEABLE AUXILIARY MEMBER”. IT TAKES TIME, DEDICATION AND ENGERY TO BECOME A TRUE BELIEVER IN OUR ORGANIZATION. THOSE OF YOU TAKING THIS COURSE HAVE CHOSEN THAT PATH. A GOOD MEMBER KNOWS AS MUCH AS POSSIBLE ABOUT THE ORGANIZATION; HAS PASSION FOR ITS WORKS AND UNDERSTANDS PARLIAMENTARY PROCEDURE. YOU NEED TO ALSO UNDERSTAND THAT AS A MEMBER THERE ARE OFTEN DIFFICULT DECISIONS YOU WILL BE MAKING FOR THE ORGANIZATION, BUT AS LONG AS YOUR PATH IS NOT PERSONAL AND YOU ARE LOOKING TO THE GOOD OF THE AUXILIARY YOU WILL BE DOING THE RIGHT THING. A DEDICATED MEMBER IS NOT AN EASY TASK…YOU WILL HAVE BUMPS IN THE RODE LIKE, PERSONALITIES, CRITITCISM FROM WITHIN AND WITHOUT YOUR GROUP…SO YOU NEED TO BE STRONG AND STEADFAST, KNOW YOUR OPTIONS AND KNOW YOUR DOCUMENTS AND ALWAYS WORK WITH YOUR OFFICERS AND MEMBERSHIP BEFORE MAKING ANY DECISIONS.

**(SLIDE 3)** TODAY’S AGENDA

 DEPARTMENT LEADERSHIP

 OHIO’S THEMES

 MISSION STATEMENT

PRELIMENARIES TO CONDUCT A MEETING

CONDUCTING A MEETING

HISTORY OF OHIO’S PAST NATIONAL LEADERS

**(SLIDE 4)** THE BEGINNING OF OUR ORGANIZATION STARTED IN NOVEMBER 1, 1921 WITH ONE OF OUR OWN FROM OHIO AS NATIONAL PRESIDENT…EDITH HOBART. WE WERE ORGANIZED TO SERVE WITH THE LEGION “IN PEACH AS THEY HAD IN WAR”. (more detailed information on our organization’s history can be found in the National Correspondence course at alaforveterans.org)

**(SLIDE 5)** OUR MISSION: In the spirit of service, not self, the mission of the American Legion Auxiliary is to support The American Legion and to honor the sacrifice of those who serve by enhancing the lives of our veterans, military, and their families, both at home and abroad.

For God and Country, we advocate for veterans, educate our citizens, mentor youth, and promote patriotism, good citizenship, peace and security.

 **(SLIDE 6)** THE NAMES OF YOUR LEADERS (note to trainer: as you are responsible for the workshop…you can input names…the slide will always be updated with the names…

 PRESIDENT –

 1ST VICE –

 2ND VICE –

 SECRETARY –

 NEC –

 **(SLIDE 7)** EACH YEAR THE PRESIDENT SELECTS HER SPECIAL THEME AND PROJECT. SHE ANNOUNCES THIS AT HER INSTALLTION AND IT IS PROMOTED IN THE BULK MAILINGS AND BUCKEYE MESSENGER. (Give her theme)

THE DEPARTMENT 1ST VICE PRESIDENT IN CHARGE OF MEMBERSHIP ALSO SELECTS A THEME. THIS IS PROMOTED IN THE PLAN OF ACTION, BULK MAIL AND BUCKEYE MESSENGER. (Give her theme)

BULK MAILINGS ARE SENT ONCE A MONTH TO THE UNIT PRESIDENTS AND SECRETARIES. ASK THEM AT A MEETING TO PROVIDE YOU THIS INFORMATION AS WELL AS OTHER PROGRAM INFORMATION FROM OTHER DEPARTMENT CHAIRMAN. THE BUCKEYE MESSENGER IS MAILED TO EVERY ALA OHIO MEMBER QUARTERLY. IF YOU ARE NOT RECEIVING THIS NEWSPAPER, YOU SHOULD CONTACT DEPARTMENT HEADQUARTERS.

 **(SLIDE 8**) THIS SLIDE SHOWS THE BREAKOUT OF OUR SENIOR AND JUNIOR DUES. USE THESE AMOUNTS ON YOUR REPORTS…

CALCULATION: AMOUNT ON CHART X THE NUMBER OF MEMBERS

**(SLIDE 9)** WHAT THE AUXILIARY EMBLEM MEANS

 RAYS – PRINCIPLES: JUSTICE FREEDOM DEMOCRACY LOYALTY

 CIRCLE OF BLUE – UNIT & LOYALTY

 WHITE – HOPE OF FREEDOM

 BLUE STAR – SERVICE IN WAR AND PEACE

**SLIDES 11- 36…**MEMBERS NEED TO KNOW THE BASICS OF OUR ORGANIZATION AND HOW TO MAKE THEM RUN SMOOTHLY SO THAT ALL MEMBERS ARE TREATED EQUALLY AND FAIRLY AND SO OUR PROGRAMS CAN BE SUCCESSFUL. THIS COURSE WILL BE LOOKING AT THE **PRELIMINARIES** FOR CONDUCTING A GOOD AND PRODUCTIVE MEETING. WE WILL BE LOOKING AT WHAT GOES INTO AN AGENDA, BASIC SEATING OF OFFICERS, FLAG PLACEMENT, AND OTHER GENERAL INFORMATION YOU SHOULD CONSIDER PRIOR TO YOUR MEETING. MUCH OF THIS INFORMATION CAN BE FOUND IN THE UNIT HANDBOOK. IT IS RECOMMENDED THAT ALL UNITS AS WELL AS THEIR MEMBERS HAVE ONE AS A REFERENCE. THE HANDBOOK CAN BE PURCHASED FROM EMBLEM SALES OR DOWNLOAD FROM THE NATIONAL WEBSITE (alaforveterans.org)

**(SLIDE 11) WHAT GOES INTO AN AGENDA**: WELCOME/OPENING; REVIEW OF PRIOR MINUTES; FINANCE REPORT; OLD & OPEN ISSUES; NEW BUSINESS; CLOSING – AN AGENDA SHOULD BE USED AT ALL MEETINGS WHETHER AN EXECUTIVE OR GENERAL MEMBERSHIP MEETING. IT IS RECOMMENDED THAT AN AGENDA BE SENT OUT AT LEAST 7 DAYS IN ADVANCE AND IT IS ALSO SUGGESTED THAT WHOMEVER IS PREPARING THE AGENDA, ASK PROGRAM CHAIRMAN AND OTHER OFFICERS FOR THEIR INPUT. IN MOST CASES, IT IS THE PRESIDENT’S DUTY TO MAKE THE AGENDA, BUT SHE CAN DELEGATE TO SOMEONE ELSE TO ASSIST. THIS GIVES THE MEMBERS SOME IDEA OF THE SECQUENCE OF EVENTS; AIDS IN RUNNING A MORE CONCISE AND ORGANIZED MEETING; AND HELPS TO PREVENT FROM STRAYING FROM THE SUBJECT AT HAND.

**(SLIDES 12) HOW DO WE SEAT OUR OFFICERS & GUESTS**: A FORMAL STYLE SEATING ARRANGEMENT IS TO HAVE THE PRESIDENT SIT TO THE RIGHT OF THE PODIUM; PARLIAMENTARIAN TO THE RIGHT OF THE PRESIDENT…THEN FIRST VICE, CHAPLAIN; THE LEFT SIDE OF THE PODIUM HAS , SECRETARY, 2ND VP AND TREASURER. MANY UNITS ARE SMALL AND WISH TO HAVE ROUND TABLE STYLE…THAT IS FINE AS WELL. Note: the parliamentarian advises the President but the President does not have to take that advice.

**(SLIDE 13) ORDER OF BUSINESS-OPENING:** ONE RAP OF THE GAVEL BRINGS THE MEETING TO ORDER. THE PRESIDENT CALLS THE MEETING TO ORDER AND ASKS THE MEMBERS TO BE SEATED (not take their seats).

**(SLIDE 14) ORDER OF BUSINESS-COLORS:** THREE RAPS OF THE GAVEL INDICATES THAT MEMBERS SHOULD RISE. THE PRESIDENT THEN ASKS FOR THE COLORS TO BE POSTED.

**(SLIDE 15) ORDER OF BUSINESS-PLACEMENT OF FLAGS**: THERE ARE TWO STYLES OF FLAG PLACEMENT…(1) POSTING COLORS BY HAVING THEM BROUGHT IN BY A COLOR GUARD OR (2) PREPOSTING. USE WHATEVER SUITS YOUR OCCASION AND GROUP. ALSO, FLAGS MAY BE PLACED WITH AMERICAN TO THE RIGHT OF THE PODIUM AND OTHER FLAGS TO THE LEFT SIDE OR YOU CAN PLACE THE FLAGS BEHIND THE TABLE. OFTEN PLACING THE FLAGS IN THE LATER INSURES THAT NO ON WILL “BREAK THE COLORS”. AGAIN IT IS YOUR DISCRETION.

**(SLIDE 16) ORDER OF BUSINESS-POW/MIA; CHAPLAIN; PLEDGE; NATIONAL ANTHEM; PREAMBLE:** WHILE THE GROUP IS STILL STANDING…THE PRESIDENT MAY ASK **“IN MEMORY OF OUR DECEASED & OUR POWS LET US STAND IN A MOMENT OF SILENCE” AND THEN** THE CHAPLAIN WILL LEAD A PRAYER; THE AMERICANISM OR SOMEONE TO LEAD THE PLEDGE; THE MUSIC CHAIRMAN OR SOMEONE TO LEAD THE NATIONAL ANTHEM (OPTIONAL); THE CONSTITUTION & BYLAWS CHAIRMAN OR SOMEONE TO LEAD THE PREAMBLE.

**(SLIDE 17)** **ORDER OF BUSINESS-ROLL CALL:** ONE RAP OF THE GAVEL WILL SEAT THE ASSEMBLY; SECRETARY READS ROLL CALL OF OFFICERS…THIS CAN BE DONE VERBALLY OR THE SECRETARY CAN ANNOUNCE THAT “ALL OFFICERS ARE PRESENT OR ALL ARE PRESENT EXCEPT AND INDICATE THAT PRESIDENT HAS EXCUSED OR NOT EXCUSED THOSE NOT PRESENT; IF THERE IS A DISTINQUISHED GUEST CHAIRMAN NOW’S THE TIME TO INTRODUCE OR PRESENT THEM.

**(SLIDE 18)** **ORDER OF BUSINESS-DISTINGUISHED GUESTS:** TWO GUIDELINES TO FOLLOW HERE ARE (1) YOU INTRODUCE GUESTS THE ASSEMBLY KNOWS AND (2) YOU PRESENT TO THE ASSEMBLY THOSE GUESTS NOT KNOWN.

 **(SLIDE 19) ORDER OF BUSINESS-SEATING OF GUESTS:** GUESTS ARE USUALLY SEATED NEXT TO THE PARLIAMENTARIAN OR SEATED ON THE STAGE BEHIND THE HEAD TABLE IF THERE IS ROOM OR IN THE AUDIENCE AND THE PRESIDENT WILL ASK THE SGT-AT-ARMS & DISTINGUISHED CHAIRMAN TO ESCORT THEM TO DAIS.

 **(SLIDE 20) ORDER OF BUSINESS-INTRODUCTIONS:** NOTE THAT WHEN A UNIT MEMBER ACHIEVES A HIGH OFFICE WHETHER IT IS DISTRICT, DEPARTMENT OR NATIONAL…SHE SHOULD BE INTRODUCED AT THAT MEETING WITH HER OFFICE ACHIEVED. AFTER THAT, SHE IS MEMBER OF THAT UNIT AND DOES NOT HAVE TO BE RECOGNIZED WITH THAT TITLE.

**(SLIDE 21 & 22) ORDER OF BUSINESS-READING OF MINUTES:** MINUTES SHOULD BE CONCISE. SHOULD NOT CONTAIN SHE SAID THEY SAID…NO CONVERSATIONS…HERE’S WHAT SHOULD GO INTO THE MINUTES: TYPE OF MEETING; NAME OF UNIT/DISTRICT/DEPARTMENT; DATE, PLACE, TIME; STATEMENT OF PREVIOUS MINUTES BEING APPROVED OR APPROVED AS AMENDED; FINANCE REPORT AND IF IT WAS APPROVED FOR AUDIT; MOTION (IF PASSED) AS STATED, NAME OF INDIVIDUAL WHO MADE THE MOTION, ONLY THAT IT WAS SECONDED; ANNOUNCEMENTS; TIME OF ADJOURNMENT; SPECIAL PROGRAM

NOTE: MINUTES ARE APPROVED OR APPROVED AS AMENDED

 ONLY MOTIONS APPROVED ARE READ

 ONLY MOTIONS PASSED ON RECOMMENDATIONS FROM THE EXECUTIVE COMMITTEE ARE READ AND DO NOT NEED A SECOND.

**(SLIDE 23 & 24)** **ORDER OF BUSINESS**-**FINANCE REPORTS**: THE FOLLOWING GOES INTO A REPORT—DATE OF REPORT; GENERAL FUND; RESTRICTED FUND (VA&R AND POPPY); SPECIAL EARMARKED FUNDS; LEDGER BALANCE; OUTSTANDING CHECKS; BANK BALANCE; AND FINAL BALANCE…THIS STYLE MAY VARY DEPENDING ON SIZE OF UNIT AND THEIR FUNDS. Note: that the finance report is not approved it is filed for audit.

**(SLIDE 25 & 26)** **ORDER OF BUSINESS-EXECUTIVE COMMITTEE:** THE EXECUTIVE COMMITTEE IS RESPONSIBLE FOR THE GOVERNING AND MANAGEMENT OF THE UNIT. TOPICS AT THIS MEETING SHOULD DEAL WITH MONEY MATTERS OR RECOMMENDATIONS FROM THE UNIT CHAIRMAN. AT A UNIT MEETING THE SECRETARY WILL READ **ONLY THE PASSED RECOMMENDATIONS…”**Secretary: I move the adoption of this recommendation”…NO SECOND IS NEEDED BECAUSE IT COMES FROM A COMMITTEE…THIS RULE APPLYS WITH ALL COMMITTEE RECOMMENDATIONS MADE AS MOTIONS.

**(SLIDES 27 & 28) ORDER OF BUSINESS–MEMBERSHIP:** THERE ARE ONLY 2 CLASSES OF MEMBERSHIP—JUNIOR AND SENIOR; DUES ARE PAID ANNUALLY OR PAID-UP-FOR-LIFE. YOUR MEMBERSHIP CHAIRMAN SHOULD HAVE A COPY OF THE SCHEDULE ON HOW TO FIGURE THE PUFL PAYMENT. NOT EVERY UNIT HAS HONORARY LIFE MEMBERS—THIS TYPE OF MEMBERSHIP CANNOT BE TRANSFERRED. NEW MEMBERS AND TRANSFERS ARE THE SOLE RESPONSIBILITY OF THE UNIT. “A MEMBER IN GOOD STANDING” BY NATIONAL MEANS…A MEMBER HAS PAID HER CURRENT DUES.

**(SLIDE 29 & 30)** **ORDER OF BUSINESS-COMMITTEE REPORTS:** DURING THIS PERIOD OF THE MEETING, CHAIRMAN SHOULD REPORT THE WHO, WHAT, WHERE, WHY, HOW OF THEIR SPECIFIC PROGRAM. IF THE CHAIRMAN CANNOT BE AT THE MEETING, SHE SHOULD SUPPLY AT THE LEAST A VERBAL OR WRITTEN REPORT.

**(SLIDE 31 & 32) ORDER OF BUSINESS-UNFINISHED, NEW, CORRESPONDENCE & ANNOUNCEMENTS:** THE PRESIDENT AND SECRETARY SHOULD REACH PRIOR TO THIS MEETING PAST MINUTES TO IF THERE IS ANY OTHER BUSINESS FROM A PREVIOUS MEETING THAT NEEDS TO BE ATTENDED TO. THIS IS THE TIME WHEN MEMBERS CAN BRING UP ITEMS…KEEP IN MIND THAT MONEY MATTERS SHOULD BE BROUGHT BEFORE THE EXECUTIVE COMMITTEE…

**(SLIDE 33) ORDER OF BUSINESS—THE END:** PRESIDENT HITS THE GAVEL 3 TIPS…ASSEMBLY STANDS…CHAPLAIN OFFERS PRAYER; THE COLORS ARE RETIRED…AND MEETING ADJOURNED

**(SLIDE 34) MEMBER’S TOOLS:** THERE ARE MANY TOOLS TO ASSIST YOU IN BECOMING A SUCCESSFUL AND KNOWLEDGEABLE MEMBER…COMMON SENSE; UNIT/DISTRICT/DEPARTMENT/NATIONAL DOCUMENTS; ROBERT’S RULES OF ORDER/NATIONAL & DEPARTMENT WEBSITES/SOCIAL MEDIA

**(SLIDE 35 & 36) THE CENTENNIAL STRATEGIC PLAN:** THE NATIONAL ORGANIZATION NOW HAS A 5 YEAR PLAN IN PLACE TO REVITALIZE OUR MEMBERSHIP. IF OUR ORGANIZATION AS A HOLE DOES NOT DO SOMETHING, THERE IS A GOOD POSSIBILITY THERE WILL BE NO ONE IN 30 YEARS TO ASSIST OUR VETERANS AND THEIR FAMILIES. WE ALL TOOK A PLEDGE AT NATIONAL CONVENTION AND ARE HOPING THAT YOU WILL HAVE EACH OF YOUR MEMBERS TAKE THE SAME PLEDGE:

“BY 2019, THE AMERICAN LEGION AUXILIARY’S MILLION MEMBERS WILL BE MAKING A DIFFERENCE FOR VETERANS AND THEIR FAMILIES IN EVERY NEIGHBORHOOD.”

KEEP IN MIND: IF NOT NOW, THEN WHEN? IF NOT YOU, THEN WHO?

CAN WE COUNT ON YOU?

 THE 2014-2019 CENTENNIAL PLAN HAS 5 GOALS. THINK ABOUT HOW YOUR UNIT OR DISTRICT CAN HELP DEPARTMENT AND YOURSELVES IN ATTAINING THESE GOALS…

 GOAL 1: ATTAIN A MILLION MEMBERS

 GOAL 2: CREATE AN INTERNAL CULTURE OF GOODWILL

 GOAL 3: DEVELOP LEADERSHIP AT ALL LEVELS

 GOAL 4: STRENGTHEN DEPARTMENTS AND UNITS

GOAL 5: WITH THE AMERICAN LEGION, RAISE AWARENESS TO

 BUILD BRAND LOYALTY (check out alaforveterans.org for

 the BRAND LOYALTY guidelines)

 **(SLIDES 37-44) OHIO’S NATIONAL PAST OFFICERS**

**2016-2017 TEST YOUR KNOWLEDGE**

**NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DISTRICT: \_\_\_\_\_ UNIT\_\_\_\_\_**

**SEND YOUR TEST TO:** The Department Leadership Chairman for the current year either by email or regular mail. **INSTRUCTIONS:** Use the back for longer answers. Each question or blank is worth 4 points…total 100. Need 17 correct answers to pass and then you will receive your “completion of course” card.

\_\_\_\_\_1. The ALA began in 1921? (true or false)

\_\_\_\_\_2 & 3. In the spirit of \_\_\_\_\_\_\_\_\_\_, not self, the \_\_\_\_\_\_\_\_of the American Legion Auxiliary is to support The American Legion. (fill in the blanks)

\_\_\_\_\_4. What is the current President’s theme & project ?

\_\_\_\_\_5. Can you use some of your dues assessments on your reports? (true or false)

\_\_\_\_\_6. Secretary minutes are filed for audit? (true or false)

\_\_\_\_\_7. The finance report is approved? (true or false)

\_\_\_\_\_8. The parliamentarian gives advice to the President? (true or false)

\_\_\_\_\_9. Guests that are presented are known to the assembly? (true or false)

\_\_\_\_10. Every little discussion at a meeting should be recorded in the minutes? (true or false)

\_\_\_\_11. Only items passed at an Executive Committee meeting should be read? (true or false)

\_\_\_\_12 & 13. Name the two classes of membership.

\_\_\_\_14. What does PUFL mean?

\_\_\_\_15. What does “member in good standing mean?

\_\_\_\_16-20. Name 4 of the 8 Member’s Tools

\_\_\_\_21-24. By 2019, The American Legion Auxiliary’s \_\_\_\_\_\_\_\_\_ members will be making a difference for \_\_\_\_\_\_\_\_\_ and their \_\_\_\_\_\_\_\_\_ in every \_\_\_\_\_\_\_\_\_\_.

\_\_\_\_25. Name the 5 goals for the ALA Centennial Plan and the membership goal by 2019.