

**THE DISTRICT  
GUIDE TO THE AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OHIO  
LEADERSHIP PART 2 – THE DISTRICT**



**PREPARED BY: PAM BATES, DEPARTMENT LEADERSHIP CHAIRMAN**

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**★ TALK THE TALK AND WALK THE WALK ★**

**If we don't conduct ourselves as knowledgeable and informed members – we cannot expect to tell others “WHO WE ARE AND WHAT WE DO”.**

**If we don't teach and inform our members the correct protocols and traditions, we cannot expect to have good, informed and efficient meetings.**

**These power point presentation PARTs will provide some basics at Unit, District and Department levels.**

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# **DISTRICT GUIDE TO THE AMERICAN LEGION AUXILIARY DEPARTMENT OF OHIO LEADERSHIP PART 2**



<b>PART 1</b>	<b>THE UNIT</b>
<b>PART 2</b>	<b>THE DISTRICT</b>
<b>PART 3</b>	<b>THE DEPARTMENT</b>
<b>PART 4</b>	<b>CONDUCTING A MEETING</b>
<b>PART 5</b>	<b>PROTOCOL &amp; CONDUCT</b>
<b>PART 6</b>	<b>THINKING ABOUT BEING UNIT/DISTRICT/DEPARTMENT LEADER</b>
<b>PART 7</b>	<b>MISCELLANEOUS</b>

In reading all the Parts, you will find that there is repetition in many areas. This is done because it doesn't matter at what level you are working, much of the information is the same.

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LEADERSHIP PART 2**



## **CONTENT**

**District Members' Rights and Responsibilities**

**District Officers' Rights and Responsibilities**

**Choosing a Leadership Path**

# MISSION STATEMENT



**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.**

# VISION STATEMENT



- The vision of the American Legion Auxiliary is to support The American Legion while becoming the premier service organization and foundation of every community providing support for our veterans, our military, and their families by shaping a positive future in an atmosphere of fellowship, patriotism, peace and security.



# ALA TAG LINE



***A Community of Volunteers  
Serving Veterans, Military,  
and their Families***

# **THE DISTRICT MEMBERS RIGHTS & RESPONSIBILITIES**



- ✓ **KNOW THERE ARE TWO TYPES OF MEMBERS (ONLY) – Senior & Junior**
- ✓ **KNOW WHAT HONORARY LIFE MEMBERSHIP MEANS**
  - Each Department establishes its own rules
  - Unit pays the National and Department assessments
  - Cannot be transferred from Unit to Unit nor Department to Department nor one member to another member
- ✓ **KNOW WHAT MEMBER IN GOOD STANDING MEANS**
  - This means that the member has paid her current year's dues and is entitled to the full rights, privileges and benefits
  - Once a member always a member as long as you pay your dues



# THE DISTRICT

## MEMBERS RIGHTS & RESPONSIBILITIES



### DO YOU?

- Attend District meetings
- Wear your American Legion Auxiliary pin proudly over your heart
- Pay attention
- Ask questions
- Express yourself freely and honestly – not after
- Make motions – “I move that” not “I make a motion”
- Vote on motions – by not voting means you agree with the motion
- Welcome guests & new members
- Bring a friend
- Carpool
- Know the difference in the organization’s levels –  
National – Department – District – Unit
- Volunteer to coordinate project s or to assist with them

# **THE DISTRICT MEMBERS RIGHTS & RESPONSIBILITIES**

**(cont'd)**



## **HOW TO LEAD YOUR DISTRICT TO SUCCESS**

- **Give Proper Respect to Officers**
- **Listen and respect others opinions**
- **Know your Unit's Constitution, Bylaws, Standing Rules and Policies**
- **Volunteer ...your time...your energy...your best efforts**
- **Help sign up new members**
- **Pay your dues - the Auxiliary does not work on a calendar year—the new year's cards usually arrive in August and final payment due end of May – these dues support your Unit's programs & operating expenses**
- **Read – The National News; Department Bulk Mail; Buckeye Messenger & share with members; District Newsletters and Unit Newsletters.**
- **Sign up for E-News and E-Bulletins on National website**
- **Keep your members informed – Mail or email Newsletter**

# THE DISTRICT OFFICERS' GENERAL RESPONSIBILITIES



*Each Unit, District and Department may be different in their elected positions & duties depending on membership needs and availability of persons to hold these elected positions.*

*If you want more detailed information on the specific duties go to the ALA Guide Book. If you don't have a Guide Book go to: [alaforveterans.org](http://alaforveterans.org) and download the Handbook or go to Emblem Sales [emblem.legion.org/\(888\)453-4466](http://emblem.legion.org/(888)453-4466) and order the Handbook - \$9.95 + shipping.*

**The success of the District depends to a large degree upon the efficient and businesslike administration of all of its activities...each District officer, committee chairman and member share in this responsibility.**

**All officers & chairmen should read the "Plan of Actions (POAs)" provided by Department Chairman on our yearly programs.**

# THE DISTRICT OFFICERS' & CHAIRMEN GENERAL RESPONSIBILITIES



## READ PART 1 & 4

### “THE UNIT” & “CONDUCTING A MEETING”

- Follow the information in Part 1 & 7 as the District will follow the same protocol and procedures
- Seating -- Agenda -- Order of Business -- Flag Placement -- Distinguished Guests -- Minutes -- Treasurer's Report -- Duties of Officers & Chairmen – Conducting A Meeting

# THE DISTRICT CHOOSING A PATH AS A DISTRICT PRESIDENT OR CHAIRMAN



- IF YOU ARE CONSIDERING SEIZING THE MOMENT TO ADVANCE YOUR LEADERSHIP SKILLS & STEP UP AS A DISTRICT OFFICER OR CHAIRMAN OF THE DISTRICT, THE NEXT FEW CHARTS MAY HELP YOUR DECISION.
- THERE ARE MANY MEMBERS WHO HAVE HELD THESE POSITIONS IN YOUR DISTRICT, USE THEIR EXPERTISE AND KNOWLEDGE TO HELP IN DECISION MAKING OR INQUIRE FROM SOMEONE YOU FEEL COMFORTABLE ASKING.

# THE DISTRICT CHOOSING A PATH AS A DISTRICT PRESIDENT



## ASK YOUR SELF...

### WHY DO I WANT TO BE A DISTRICT PRESIDENT

- You feel you have something to offer your District in the way of knowledge and expertise
- You are looking at it as a stepping stone of knowledge & expertise to become a Department Officer
- All of the above

# THE DISTRICT CHOOSING A PATH AS A DISTRICT PRESIDENT



## RESPONSIBILITIES

- KNOW HOW TO USE the National Constitution & Bylaws; Department Bylaws, Standing Rules, Policies Finance Recommendations, Unit Handbook & Robert's Rules of Order as reference materials. Keep them with you at all times.
- KNOW YOUR DISTRICT STANDING RULES & POLICIES
- NEVER EXPRESS AN OPINION without hearing both sides and even then don't render an opinion, find a solution that will be a win/win for both parties
- BE PREPARED for personality conflicts among your members towards other members including yourself
- IF YOU DON'T KNOW THE ANSWER, say so...get back to the individual in a timely manner (not more than 7 days without letting the individual know the delay)



# THE DISTRICT CHOOSING A PATH AS A DISTRICT PRESIDENT



- YOUR TERM IS FOR 2 YEARS OR UNTIL A REPLACEMENT IS INSTALLED
- YOU RECRUIT & PROMOTE MEMBERSHIP – YOU ARE THE DISTRICT MEMBERSHIP CHAIRMAN
  - Use your Past Department Presidents, Past District Presidents & Department Unit, Development & Revitalization Chairman to assist
  - Know your District's membership standing in the Department
  - When you visit a Unit, know their standing in the District
- ATTEND ALL DEPARTMENT MEETINGS & EVENTS
  - The Department President will inform you of meetings to attend
  - The Department President will inform you what is expected of you at these meetings
  - The Department President will inform you what she feels is appropriate dress for these meetings

# THE DISTRICT CHOOSING A PATH AS A DISTRICT PRESIDENT



- REPRESENT YOUR DISTRICT AT ALL ITS FUNCTIONS
  - If unable to attend, appoint someone to attend for you if hosts requests
- APPOINT DISTRICT CHAIRMAN
  - Americanism, Children & Youth, Community Service, Junior Activities, VA&R
  - Spread the wealth among your District Units
  - Appoint energetic, enthusiastic individuals
  - Let them know what you expect of them...give them guidance in their new roles
  - Keep in touch and make sure if they cannot attend a meeting they provide a report
- DISTRICT NEWSLETTER
  - Must create & mail no less than 6 newsletter per year
  - If you don't have the skills, find a volunteer in your District that will help

# THE DISTRICT CHOSING A PATH AS A DISTRICT PRESIDENT



- VISIT YOUR UNITS
  - You have 2 years to visit ALL Units in your District
    - If they don't call, be proactive and call them
    - Some units only have "gatherings"...ask them if you can attend
    - Call Unit Presidents and let them know you are there for them
  - Never favor one Unit over another in your visits...treat them all equal
  - Share experiences of other Units with other Units...good and bad
    - NEVER state the Unit's "name"
- MENTOR YOUR DISTRICT MEMBERS FOR LEADERSHIP ROLES
  - Ask them to help in some projects
  - Take them on your visits
  - Ask them to help at your District meetings and round tables

# THE DISTRICT CHOSING A PATH AS A DISTRICT PRESIDENT



- **DISTRICT MEETINGS/ROUNDTABLES/CONFERENCE**

- Contact the “host” Unit and let them know your needs
  - Podium – Seating – Meal/Snacks – Raffles – Guests – Special audio or visual needs

- **FINANCE**

- Department Finance recommendations will provide some monetary support (you approved these & have a copy)
- Fill out financial reports as prescribed by the Department Finance recommendations
  - Have the report filled out prior to a DEC meeting – the faster they receive the report the faster reimbursement
  - Have the report filled out ASAP after a Unit visit
  - You may need to fill out financial reports in accordance to policies of your District – check District Standing Rules or Policies

# KNOW YOUR AUDIENCE



**Speaking**

**Attire**

**Listen to their concerns and issues**

**REMEMBER YOU ARE A LISTENER, MENTOR, ARBITOR,  
FACILITATOR, LEADER & HAVE FUN**



**REMEMBER YOU ARE A LISTENER, MENTOR, ARBITOR,  
FACILITATOR, LEADER & HAVE FUN**

**The challenge of leadership is to be strong, but not rude; be kind, but not weak; be bold, but not bully; be thoughtful, but not lazy; be humble, but not timid; be proud, but not arrogant; have humor, but without folly.**

**- Jim Rohn (an inspiration speaker)**

**A good leader inspires people to have confidence in the leader, a great leader inspires people to have confidence in themselves**

**- Eleanor Roosevelt**





Don't see everyone's flaws.  
Don't listen to everything you're told.  
Don't speak if it's not kind.



Always look for the good in others.  
Avoid gossip and communication that puts others down.  
Speak words that edify and encourage with love.