

# **GUIDE TO CONDUCTING A MEETING AMERICAN LEGION AUXILIARY DEPARTMENT OF OHIO LEADERSHIP PART 4**



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

**GUIDE TO CONDUCTING A MEETING  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OHIO  
LEADERSHIP PART 4**



**★ 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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<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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# MISSION & VISION STATEMENT



## 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.

## VISION

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***

# CONDUCTING A MEETING CONTENT



- Basic Seating of officers and guests
  - ❖ *Smaller groups may want to go to a U or round shape*
- Agenda/Order of Business – basic information under each agenda item
- Flag Placement
- Distinguished Guest – non-members
- Distinguished Guest – members
- What goes in the minutes
- What goes in treasurer's report
- Executive Committee Recommendations
- First Vice Report (Membership)
- 2<sup>nd</sup> Vice Report (ways and means)
- Unfinished Business – New Business – Correspondence – Announcements
- Adjournment



# Basic Seating – Meeting

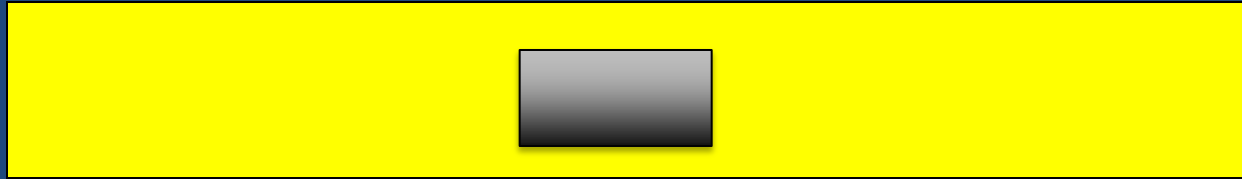


NOTE 1 -- if there is not room at the table, the guest should be seated in the front row and escorted to the platform by the Distinguished Guest Chairman or Sgt-at-Arms

NOTE 2 -- recommended that flags be placed to rear to avoid breaking of colors



**POW/MIA Empty Chair**



**TREASURER**

**2nd VP**

**SECRETARY**

**PRESIDENT**

**PARLIAMENTARIAN**

**Guest**

**1st VP**

**Chaplain**

**BANNER**

**COLORS**



# Agenda/Order of Business

- Call to Order – President (ON TIME)
  - ❖ *Gavel once to get attention and call to order*
  - ❖ *Gavel twice to have members stand – if someone new in the audience, may need to explain the procedure)*
- Advancement of Colors or In Place – Sgt at Arms
- Prayer – Chaplain (can be a prayer or poem)
- Pledge of Allegiance to the flag – Americanism Chairman
- National Anthem (optional) –
- Preamble – Constitution & Bylaws Chairman (encourage members to learn this without reading from paper)



# Agenda/Order of Business



- Roll Call of Officers – Secretary (can be vocal or silent – if silent report “all present except (name) and whether she was excused or not by the President” – the President is the only one that can excuse an absence of officers – if she is not contacted, the officer would be unexcused)
- Recognition of Guests – Distinguished Guest Chairman (if you have a guest give her name and title and if they have a companion, give their name and title – if guest has a spouse in audience, give their name as well – NEVER say “Jane Doe and her husband”).
- Reading and approval of minutes – Secretary (minutes are approved as read or corrected - save some time and send them out prior to meeting – see slide on specifics in minutes)
- Treasurer’s Report – Treasurer (see slide on specific information)



# Agenda/Order of Business

- Executive Committee Recommendations – Secretary (Secretary should only read the recommendations from the committee – after reading she states “I move for the adoption of the recommendations” – DOES NOT need a 2<sup>nd</sup> as it comes from a committee) Responsible for the governing & management of the Unit  
Topics: monetary issues & chairmen present their POA

Note that the Vices duties may differ from Unit to Unit

- Membership Chairman (1<sup>st</sup> Vice) (she should be able to tell the membership their goal, their current membership numbers and their standing in District – as it is every members responsibility to help with membership, she should have a list prepared renewals not paid)
- Ways and Means Chairman (2<sup>nd</sup> Vice) - encourages members to assist in raising funds for the Unit and works with Chairmen to promote their fundraising ideas)
- Committee Reports – Chairmen (Chairmen should provide a report or send one in to the President if not attending meeting)



# Agenda/Order of Business

- Unfinished Business – Secretary (this is any business not conclude or tabled at previous meeting)
- New Business (New business such as specific points to be discussed — this section is where the bulk of the discussion as well as *decisions* in the meeting usually takes place)
- Announcements – Secretary
  - ❖ review of key points
  - ❖ discussion of assignments
  - ❖ communications plan for what to tell others not in the meeting
  - ❖ confirmation of the next meeting
- Prayer – Chaplain
- Hand Salute or Retire Colors
- Adjournment

# DISTINGUISHED GUESTS



## Introducing vs Presenting

- Introduce one not known
- Present one who is already known
- Guest is positioned to right of the escort
- Guests order for introductions
  - highest ranking to lowest ranking (if the higher office is not speaking)
  - lowest to highest (if the highest office is speaking)
  - If you have a guest speaking
    - ✓ give their name, title and a short bio
    - ✓ Introduce their companion by name

## Unit 1<sup>st</sup> Meeting

- Unit members who achieve National, Department, District Status
  - Introduce in that order: name and title
  - Introduce them once by their title and from that point forward they are attending the meeting as a member unless they are speaking in their titled capacity
- Introduce all officers and chairmen present
- Recognize new members attending or those that have been away awhile

# WHAT GOES INTO THE MINUTES



- Kind of meeting – regular, executive, special
- Unit name and number
- Date, place, and hours of meeting
- List of officers & committee chairmen present
- Statement about the previous meeting minutes
  - approved/corrected
- Finance Report – is always filed for audit
- All motions –
  - name of person who made the motion
  - motion itself
  - passed or not
- Announcements
- Adjournment
- Program topic (it is nice for learning purposes to have a short program

**MINUTES ARE APPROVED AS READ OR CORRECTED**

# Treasurer's Report



**DATE OF REPORT**

**GENERAL FUND**

**RESTRICTED FUND (VA&R & Poppy)**

**SPECIAL EARMARKED FUNDS - FUNDRAISERS/SPECIAL PROJECTS**

**LEDGER BALANCE**

**BANK BALANCE**

**LIST OUTSTANDING CHECKS**

**BALANCE (bank – outstanding checks)**

**Ledger Balance = Bank Balance – outstanding checks**

**REPORT IS FILED FOR AUDIT (never approved)**



# Executive Committee Recommendations



- **Executive Committee Recommendations read by Secretary**
  - Recommendations are read as motions
  - No second is needed

**NOTE: Responsible for the governing & management of the Unit**

- Topics: monetary issues & chairmen present their POA

# 1<sup>st</sup> & and 2<sup>nd</sup> Vice



## 1<sup>ST</sup> VICE

- **2 CLASSES -- Senior & Junior**
  - DUES – paid annual or Paid-Up-For-Life (PUFL)
  - HONORARY LIFE - created within the Unit may not be transferred unit pays the National and Department assessments
  - Transfers – decision is sole responsibility of Unit -- National or Dept. cannot become involved or mediate disputes concerning transfers concerning transferring

**New Members – decision is sole responsibility of Unit**

**“MEMBER IN GOOD STANDING”...National states this means she has paid her current dues**

## 2<sup>ND</sup> VICE

- **Should gather info on fundraisers and have a report ready at the meeting**
  - **What you are doing; planning; money to be voted EC; fundraisers w/details**
  - **If they cannot make the meeting, ask them to send a short report for the secretary to ready**
- **If they have nothing, they should respond “nothing to report”**
- **NOTE: The President should ask the same questions of Chairmen**

# Unfinished & New Business & Correspondence & Announcements



- President & Secretary research past minutes
- New Business – opportunity for the audience to bring up something
- Correspondence & Announcements – Secretary



# VERBAGE & CONDUCT

## TO USE DURING A MEETING

### VERBAIGE

- Have you asked the members to turn the cell phones & tablets to off or vibrate
- Have members stand and be recognized if they have a question
- Use the verbiage
  - ❖ “please be seated” NOT “take your chair”
  - ❖ “move that we ...” NOT “I make a motion”
  - ❖ “I return the gavel to the President” NOT “I turn over the gavel...”
  - ❖ “I return the podium to ...” NOT “I turn the podium over to ...”

### CONDUCT

- Remind members to pay attention & listen (use the gavel)
  - Show respect for all members – let everyone have their time to speak
  - Apologize – admit you are wrong
  - Offer to find an answer in a timely manner
  - Take responsibility for your job and in helping others do theirs
  - DO NOT GOSSIP
  - Make statements that are factual NOT hearsay or he said she said
- REMEMBER A HELLO AND SMILE CAN BRIGHTEN SOMEONE’S DAY**



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.