

**GUIDE TO THINKING ABOUT BEING A LEADER  
AMERICAN LEGION AUXILIARY  
DEPARTMENT OF OHIO  
LEADERSHIP PART 6**



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

**UNIT MEMBERS  
GUIDE TO THE AMERICAN LEGION AUXILIARY  
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**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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# **UNIT MEMBERS**

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#### **Content**

- **Want To Be A Leader**
- **Let's Build A Leader**
- **Not In It for Glory**
- **Money Assistance**
- **Resources**
- **8 Steps To A Good Leader**
- **Facing Facts**

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# **UNIT MEMBERS**

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### **DEPARTMENT OF OHIO**

#### **LEADERSHIP PART 6**



- PART 1                    THE UNIT**
- PART 2                    THE DISTRICT**
- PART 3                    THE DEPARTMENT**
- PART 4                    CONDUCTING A MEETING**
- PART 5                    PROTOCOL & CONDUCT**
- PART 6                    THINKING ABOUT BEING UNIT/DISTRICT/DEPARTMENT LEADER**
- PART 7                    MISCELLANEOUS**

**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***



# ASK YOURSELF...WAY I WANT TO BE A LEADER



- You feel you have something to offer the American Legion Auxiliary in the way of knowledge and expertise
- You are looking at it as a learning curve using your knowledge & expertise to become a Department Officer
- All of the above

**Remember a leader is NOT always an officer...she may be a project or program chairman**

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# LET'S BUILD A LEADER



## CORE COMPETENCIES

1. Verbal & writing skills
2. Coaching, Counseling, Delegating, Mentoring, Selling
3. Motivator
4. Flexible
5. Ethical & Trustworthy
6. Creative & Innovative
7. Basic knowledge of electronic communication

ALA



## EXPERIENCE/TRAINING

1. Familiar with policies & governing documents
2. Working knowledge of parliamentary procedure
3. Basic understanding of protocol
4. Read & comprehend documents

## QUALITIES

1. Willingness to ask & accept help
2. Manage conflict
3. Thick skin
4. Appearance
5. Positive attitude & self-confidence
6. Involved but not micromanage
7. Passion & Enthusiasm
8. Implementation Ability
9. Admit Mistakes



# NOT IN IT FOR THE GLORY OR MONEY



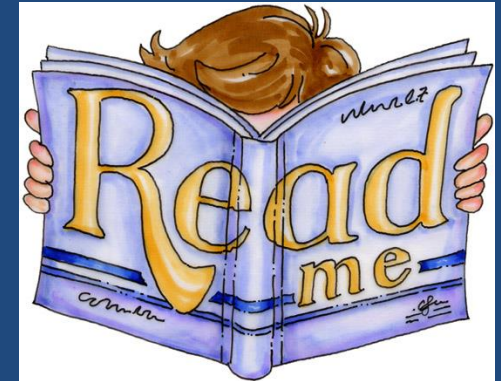
- THAT'S GOOD...BECAUSE DEPENDING ON THE UNIT, DISTRICT OR DEPARTMENT FINANCES, YOU MAY GET SOME OR NONE...(so planning is a requirement)
- YOUR PURPOSE TO ACHIEVE TO BE A LEADERSHIP IS "FOR THE GOOD OF THE AMERICAN LEGION AUXILIARY" AND "TO SUPPORT OUR VETERANS AND THEIR FAMILIES"

# YOUR RESOURCES TO ASSIST IN YOUR DECISION



**THE FOLLOWING RESOURCES WILL ASSIST YOU IN HELPING MAKE A DETERMINATION AND EDUCATED DECISION TO SERVE AS A LEADER IN ANY CAPACITY/LEVEL - SHOULD IT BE AN OFFICER OR PROGRAM/PROJECT CHAIRMAN**

- Constitution & Bylaws
- Standing Rules
- Policies
- Finance Recommendations
- The ALA Department Operations Guide
- Unit Guide Book of the American Legion Auxiliary,
- Robert's Rules of Order, Officer & Chairman Guidelines
- Program Plan of Actions
- Past Unit, District & Department Presidents/Chairmen



# YOUR RESOURCES TO CURRENT EVENTS WITHIN OUR ORGANIZATION



## DEPARTMENT

Buckeye Messenger  
Bulk Mailings  
Facebook Page



## NATIONAL

National Magazine  
e-Bulletins  
In The Know Bulletins  
Facebook Page



## TAKING THE BIG STEP



### EIGHT STEPS TO BECOMING A GOOD LEADER

1. Set a goal
2. Take the initiative
3. Be cooperative
4. Communicate effectively
5. Show sympathy
6. Be creative and original
7. Be of service
8. Inspire others



# FACING FACTS



## EFFECTIVE LEADERS FACE THESE FACTS

1. You can't do it all
2. Avoid domineering and micromanaging styles
3. Remember – none of us are indispensable – work as a team
4. Remember – we are all volunteering our time and talents
5. Get all your members involved
6. Encourage, teach , develop and mentor other members as leaders
7. Believe in yourself
8. Remember – you were chosen for a leadership role because others had faith in your capabilities



**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.