

A JOURNEY IN BECOMING A SUCCESSFUL & KNOWLEDGEABLE MEMBER



This presentation was created by Pam Bates, Past Department President

Introduction



A GOOD MEMBER

- ✓ Knows as much as possible about the organization
- ✓ Has a passion to promote & assist
- ✓ Understands basic procedures

This journey is a first step in becoming an effective American Legion Auxiliary member.



AGENDA FOR THIS SLIDESHOW



- ✓ OUR DEPARTMENT LEADERSHIP
- ✓ OHIO'S THEMES
- ✓ MISSION STATEMENT
- ✓ CONDUCT A MEETING
- ✓ PARLIMENTARY POINTS
- ✓ OHIO HISTORY OF NATIONAL OFFICERS
- ✓ NATIONAL'S STRATEGIC 5 YEAR PLAN

THE BEGINNING - 1921



Hobart

- **Mission:**
 - concern for veterans
 - Combat pacifism/isolationism
- **Serve with Legion “in peace as they had in war”**
- **Criteria for establishing Departments**
 - Minnesota first department
- **First convention held November 1, 1921**

****More history of our organization can be viewed on alaforveterans.org...the National website...Leadership correspondence course****



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.

OHIO CURRENT OFFICERS CAN YOU NAME THEM?



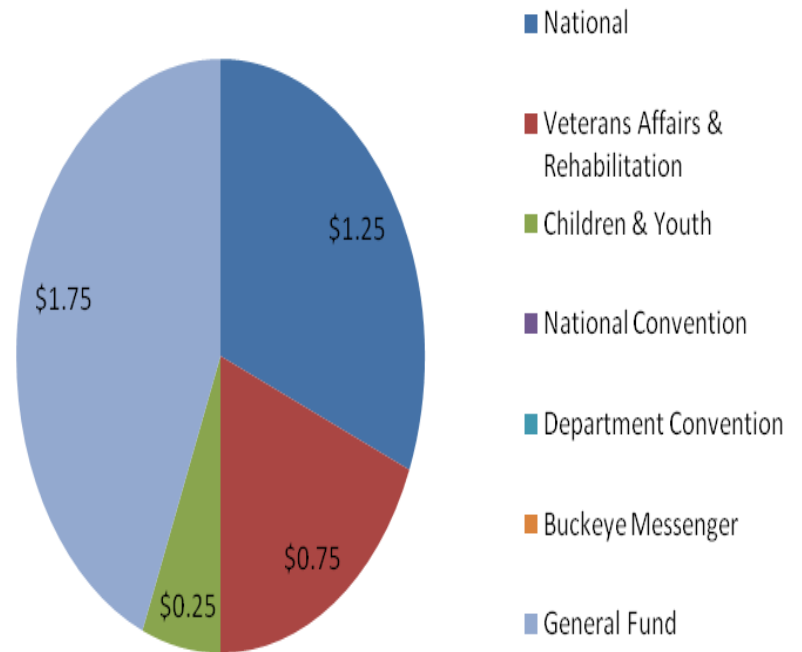
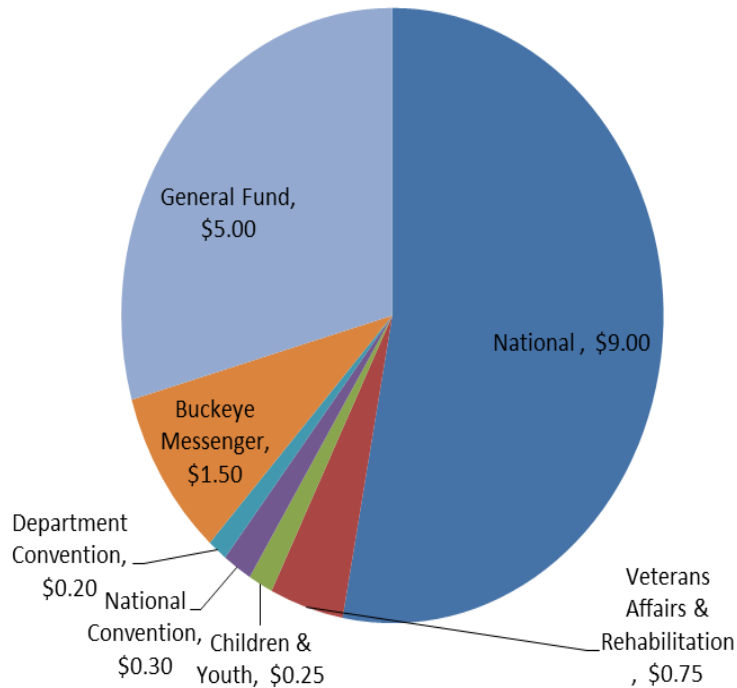
OHIO PRESIDENT'S & MEMBERSHIP THEME



PRESIDENT'S THEME
MEMBERSHIP THEME



SENIOR & JUNIOR DUES



The Emblem



- RAYS
PRINCIPLES: Loyalty,
Justice, Freedom, Democracy
- CIRCLE OF BLUE
Unit & Loyalty
- WHITE
Hope of Freedom
- BLUE STAR
Service in War & in Peace



Conduct of Business



- **Conducting a meeting -preliminaries**
 - **Agenda**
 - **Basic Seating of officers**
 - **Seating with guest**
 - **Meaning of gavel**
 - *1 rap*
 - *3 raps*
 - **Placement of the Flags**
 - **Check meeting place for lights, ventilation, address system, chairs**
 - **Arrangements for equipment for speaker**

WHAT GOES ON AN AGENDA



- Welcome/open meeting
- Review of prior minutes meeting(s)
- Finance Reports
- Old business or open issues
- 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
- Close meeting to include review of key points, discussion of assignments, communications plan for what to tell others not in the meeting, and confirmation of the next meeting

Basic Seating - Meeting



BANNER

TREASURER

2nd VP

SECRETARY

PRESIDENT

PARLIAMENTARIAN

1st VP

Chaplain

COLORS




POW/MIA Empty Chair




Order of Business



- 
- **Call to Order - President**
 - **Advancement of Colors or In Place – Sgt at Arms**
 - **Prayer - Chaplain**
 - **Pledge of Allegiance to the flag - Americanism**
 - **National Anthem (optional) - Music**
 - **Preamble – Constitution & Bylaws**
 - **Roll call of Officers - Secretary**
 - **Recognition of Guests – Distinguished Guest**
 - **Reading and approval of minutes - Secretary**
 - **Treasurer's Report - Treasurer**
 - **Executive Committee Recommendations - Secretary**

Order of Business



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PLACEMENT OF FLAGS



TWO WAYS

ON TABLE OR PREPOSTED

- POSTING COLORS



Order of Business



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DISTINGUISHED GUESTS

non-Unit Members



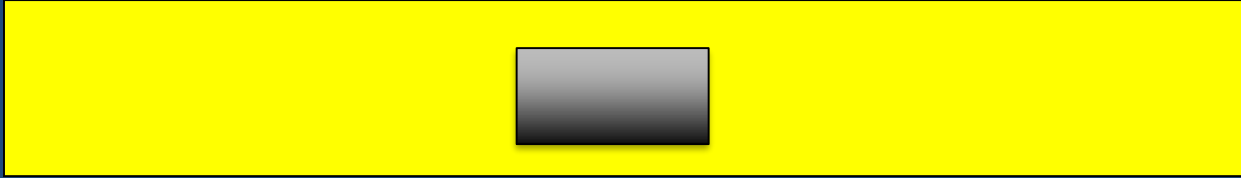
Correct introductions/presentations

- **Introduce one not known**
- **Present one who is already known**
- **Guest is positioned to right of escort**
- **Guests**
 - **highest ranking to lowest ranking**
- **To error is not a major crime!**

Basic Seating w/ Guest



BANNER



COLORS

SECRETARY

PRESIDENT

PARLIAMENTARIAN

GUEST

DISTINGUISHED GUESTS

Unit Members



**Unit members who achieve
District, Department or National Status**

- Introduce them once by their title and then they are back to being a member of the Unit**
- If they are speaking or invited as their elected title, they are to be recognized as such**

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WHAT GOES INTO THE MINUTES



- Kind of meeting – regular, executive, special
- Name of unit, ect
- Date, place, and hours of meeting
- List of officers & committee chairmen
- Statement about the previous meeting minutes
 - approved/corrected
- Finance Report – approved for audit
- All motions –
 - name of person who made the motion/lost or passed
- Announcements
- Adjournment
- Program topic

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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 – oc)

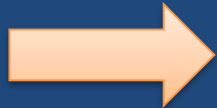
Ledger Balance = Bank Balance – outstanding checks

NOTE: A finance report is filed for audit not approved.

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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

Order of Business



- **Membership (1st Vice)**
- **2nd Vice (ways & means)**
- **Committee Reports - Chairmen**
- **Unfinished Business - Secretary**
- **New Business - audience**
- **Announcements - Secretary**
- **Prayer - Chaplain**
- **Hand Salute or Retire Colors**
- **Adjournment**

Membership (1st Vice)



2 CLASSES -- Senior & Junior

DUES – paid annual or Paid-Up-For-Life (PUFL)

Honorary Life

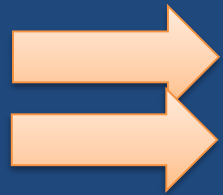
created within the Unit & may not be transferred

Transfers – decision is sole responsibility of Unit—National or Dept. cannot become involved or mediate disputes concerning transferring

New Members – decision is sole responsibility of Unit

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

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2nd Vice (ways & means)

Committee Reports



- Ask Unit Chairman to have a report ready at the meeting
 - What they are doing
 - What they are planning
 - Is money involved (should go to Executive Committee first)
 - If they had a fundraiser, give 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”

Order of Business



- Membership (1st Vice)
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- Committee Reports - Chairmen
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- New Business - audience
- Correspondence & Announcements - Secretary
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Unfinished & New Business & Correspondence & Announcements



- **President & Secretary research past minutes**
- **New Business – opportunity for the audience to bring up something** (remember money matters need to be passed by the Executive Committee first)
- **Correspondence & Announcements – Secretary**

Order of Business



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MEMBERS' TOOLS

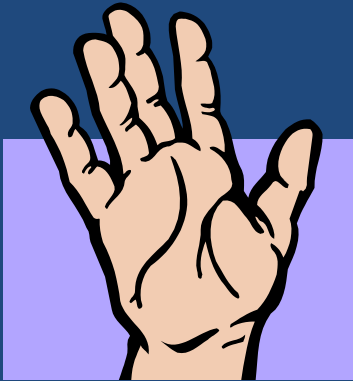


1. YOUR BRAIN – USE COMMON SENSE
2. CONSTITUTION & BYLAWS/STANDING RULES/POLICIES
NATIONAL/DEPARTMENT/UNIT
3. ROBERT'S RULES OF ORDER
4. PARLIAMENTARY PROCEDURES
5. American Legion Auxiliary National Website
(www.ALAforVeterans.org) -- programs/ ALA Senior & Junior
Leadership Course/Unit Handbook/templates for PR & much
more
6. SIGN UP FOR E-NEWS & E-BULLETINS FROM NATIONAL
7. ALA Department Website (www.alaohio.org)
8. FACEBOOK/TWITTER

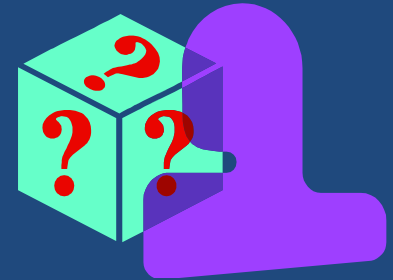
AUXILIARY PLEDGE



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



**IF NOT NOW, THEN WHEN?
IF NOT YOU, THEN WHO?
CAN WE COUNT ON YOU?**





Ohio's National Past Officers



NATIONAL PRESIDENTS



EDITH HOBART
CINCINNATI, OHIO
1921



1956
LETA ZELLER
GIBSONBURG, OHIO



DESI STOY
BELLVILLE, OHIO
2008



MIRIAM JUNGE
HONORARY PNP
2008

PAST NATIONAL SECRETARIES



BESS WETHERHOLD
1923-25
GALLIPOLIS, OHIO



MIRIAM JUNGE
1978-94
HOLIGATE, OHIO

NATIONAL CHAPLAINS



1934-35	Mrs. J.J. Doyle	Toledo
1971-72	Mrs. Lester Nimon	Canton
1982-83	Mrs. Arthur Hrabak	Maynard
2013-2014	Mrs. Shelley Riggs	Nashport

PAST NATIONAL HISTORIANS



1962-63	Mrs. Lester Nimon	Canton
1971-72	Mrs. Warren Griggs	Marengo
1995-96	Mrs. Phyllis Nickoson	Xenia
2010-2011	Mrs. Gwen Schroder -Zulch	Jerry City



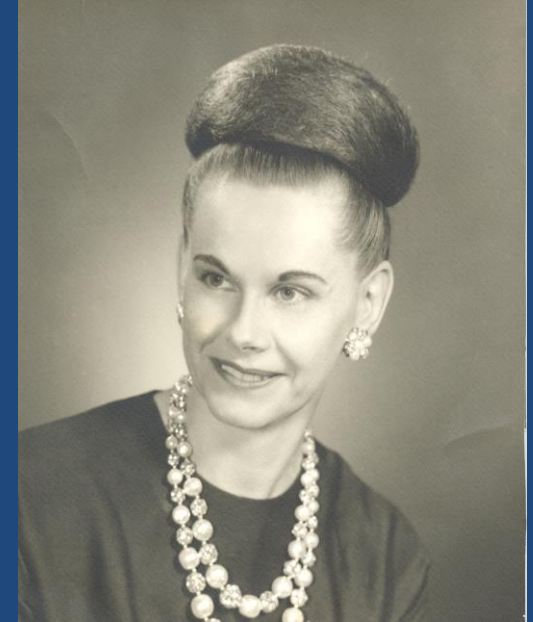
PAST NATIONAL CENTRAL DIVISION VICE PRESIDENTS



1936-37	Mrs. Wilbur DeWeese	Troy
1944-45	Mrs. O. Linn Perry	Piqua
1951-52	Mrs. Carl Zeller	Gibsonburg
1959-60	Mrs. Lester Nimon	Canton



PAST NATIONAL CENTRAL DIVISION VICE PRESIDENTS



1968-69	Mrs. Ralph Bates	Minerva
1977-78	Mrs. Arthur Hrabak	Maynard
1986-87	Mrs. Homer Smith	McConnelsville

PAST NATIONAL CENTRAL DIVISION VICE PRESIDENTS FROM OHIO



1995-96	Mrs. Desiree Stoy	Bellville
2004-05	Ms. Renee Reese	Brook Park
2013-14	Mrs. Donna Ray	Milford

THE TEST IS LOCATED AT THE END OF THE SCRIPT



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.