



Department of Ohio Plan of Action



LEADERSHIP

CHAIRMAN

Karen Kaczmarek
961 S. Reynolds Rd., Lot 69
Toledo, OH 43615-7060
(419) 346-3309
Email – alaohioleadership@gmail.com
Report & Narrative can be emailed
NARRATIVES DUE: April 15, 2025

Department Report Form

This Form should be attached to each narrative that is submitted for information, Citation of Merit requirements and possible Department award. Please fill out the information as completely and accurately as possible. A Unit must submit this report form with boxes completed and answer the questions below in order to earn the Citation of Merit. Narrative - word count must follow directions given in award guidelines. Simple or elaborate stories will be accepted as a report.

Please complete the following. Be sure to give the complete name of your Unit: _____

District	Unit #	Unit Membership Goal	Unit Membership Total As of Report			
Name of Person Completing Report:			Unit Chair.		Unit Pres.	
Phone #	Email	Membership ID (if available)				
Specific Award Name(if applicable)						

Answer the following questions and also include the Key Program Statements' Action Steps in your narrative.

Narrative must be typed written in narrative form.

Narrative must not exceed 1,000 words. (Can be fewer words if program dictates)

Narrative may include photographs and news articles.

- Did you submit a Unit Member of the Year? YES _____ NO _____
- Did you share and review the following documents at your unit meetings?
 - The Leadership Action Plan YES _____ NO _____
 - Buckeye Messenger YES _____ NO _____
 - Bulk Mailing YES _____ NO _____
 - District Newsletter YES _____ NO _____
 - Governing Documents YES _____ NO _____
 - Unit Guidebook (2021) YES _____ NO _____
- Did members attend or complete the following which promotes leadership development?
 - Unit Meeting YES _____ NO _____
 - District Meetings YES _____ NO _____
 - School of Instruction (SOI) YES _____ NO _____
 - Mid-Winter Conference YES _____ NO _____
 - National Senior Auxiliary Basic Course YES _____ NO _____
 - National ALA Academy Courses or Webinars YES _____ NO _____
 - Department on-line Leadership Courses YES _____ NO _____

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Get Involved

Purpose: The purpose of the Leadership Committee is to better equip members to serve in leadership positions with confidence and skill. *Standing Rules #6, National Committees – Member/Organizational Support*

Raise awareness of ALA leadership development opportunities.

- Attend American Legion Auxiliary Mission Training
 - Watch for event announcements in Auxiliary magazine, ALA emails, and social media for dates and locations.
 - After Mission Training, share the information you received with your unit, district/county, and department.
- Attend leadership conferences/workshops within your district/department.
- Participate in ALA Academy courses
- Be aware of ALA leadership opportunities in your community:
 - Speak to other community organizations about veterans' support.
 - Speak to high schools about veterans to develop your own leadership abilities.
- **OHIO** – Promote Mentoring and Leadership opportunities to all members.
 - As new leaders are elected and appointed, work with them to acquire knowledge of their position as needed.
 - Share your knowledge with all members and acknowledge their work as well.
- **OHIO** – Promote Current and Future Leadership at All Levels
 - Lead by example. Work side by side with members to show members how to work for the same outcome.
 - Continue to participate in Unit activities and encourage others to join you.
 - Encourage current leaders to consider future leadership opportunities at Unit, District and Department levels.
- **ALA Unit Member of the Year Award**
 - Nominate a fellow unit member for Unit Member of the Year.
 - Open to senior members who are not currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
 - Follow your department's procedures for submitting nominations.

Promote participation in the ALA Academy.

- Log in to the MyAuxiliary member portal at <https://member.legion-aux.org/member/memberprofile>.
- Go to the ALA Academy
- Available courses include many topics – leadership, communications, mission outreach, etc.

Enhance knowledge about ALA history, programs, and organization.

- Attend district/department training sessions/workshops.
- Participate in the ALA Academy – these courses are self-paced and designed to help you learn about the ALA online and at no cost to you.
- Participate in Mission Training – this is a one-day, interactive conference geared toward learning more about the ALA's core programs and deliver our mission.

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- Download/purchase and become familiar with the:
 - Unit Guidebook
 - Constitution & Bylaws
 - Department Operations Guide
 - Parliamentary Procedure
 - And other ALA guidebooks available to enhance your knowledge of and promote our organization.

LEADERSHIP RESOURCES

- District Leadership Ambassador is a member within your District whose responsibility is to work closely with the District President & Units to achieve better leadership awareness. Some general topics are: Proper Meeting Protocol; Basic Parliamentary Procedure, Responsibilities of Officers, Chairman and Members; meeting protocol and much more. Your District President has their names and contact information.
- Leadership National Facebook page: <https://www.facebook.com/groups/ALALeadership>
- ALA National website: <https://member.legion-aux.org/member/committees/leadership>
- ALA Ohio website: www.alaohio.org

Year-End Report

Annual reports reflect the program work of units in the department and may result in a national award for participants if award requirements are met. **Each Unit Leadership chairman is required to submit a narrative report by April 15, 2025, to the Department Leadership Chairman.**

NATIONAL AWARD INFORMATION & DEADLINE

Unit Award: Most Outstanding Unit Leadership Program (one per division) – see criteria under Department – Most Outstanding Overall Leadership Program.

Unit Member Of The Year - The Unit Member of the Year award recognizes those serving at the unit level who exemplify the values and ideals of the Auxiliary and whose accomplishments significantly impact the program work in their units. Recognition of the winners occurs at the American Legion Auxiliary's national convention.

Criteria & Selection Process

- Nominees must be an adult American Legion Auxiliary unit member not in an elected or appointed leadership role higher than unit president.
- A narrative of 1,000 words or less describing the nominee's accomplishments and activities.
- Each department selects one Unit Member of the Year from its submitted candidates.
- The selection of the winner is at the discretion of the department Leadership chairman.
- Recognition of the winners occurs at the American Legion Auxiliary's national convention.
- Nominee must be sent to Department Leadership Chairman by **April 15, 2025**.

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DEPARTMENT AWARD INFORMATION & DEADLINE

Most Outstanding Overall Leadership Program - A plaque will be awarded to the Unit Chairman for the "Most Outstanding Overall Leadership Program."

Narrative must contain:

- Details for YES answers from page one
- Types of leadership training provided
- Details on how leadership was incorporated in unit activities
- Address any unique activities promoting leadership
- Must have completed the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy and/or the ALA Academy courses
- Explain what encouragement was offered to members to take training outside the unit
- Explain how the District Leadership Ambassador (DLA) was used at their unit (see Resources for DLA responsibilities)
- Pictures and examples are encouraged
- Send to: Department Chairman (see page 1 for email and address) by **April 15, 2025.**
- **DEPARTMENT WINNER WILL BE SENT ON FOR AWARD CONSIDERATION AT NATIONAL LEVEL.**

Certificate of Participation – Given to Units that fully complete (hint: don't forget the Unit Name) the Leadership Report Form

Certificate of Excellence – Given to Units that fully complete (hint: don't forget the Unit Name) the Leadership Report Form and provide a narrative not less than 500 words and not more than 1000 that includes using details for the questions on page one as a guide for writing the narrative.

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Leadership Committee Award Entry Form Unit Member of the Year Award

A Unit Member of the Year from each department will be recognized annually at the American Legion Auxiliary National Convention.

Send Completed Application and Narrative to:

Karen Kaczmarek
961 S. Reynolds Rd., Lot 69
Toledo, OH 43615-7060
(419) 346-3309

Email – alaohioleadership@gmail.com

Requirements:

1. Open to senior members who are not currently, nor have ever been, in an elected or appointed leadership role higher than unit president.
2. Units must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address. Please include this narrative with this form. Check with your department on where to send your completed form and narrative.
3. Departments may submit only one entry. Entry is due June 1 and must be signed by the Leadership chairman. Please send department entry to Leadership@ALAforVeterans.org

Nominating Department

Department:	
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Nominating Department Leadership Chairman Information

Name:	
Address	
City, State ZIP	
Email:	
Phone:	
Signature:	

Unit Member of the Year Information

Name:	
Address	
City, State ZIP	
Email:	
Phone:	