



Leadership Empowerment Team
2017- 2018

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**LEADERSHIP
PROGRAM ACTION PLAN
2017-2018**

What is this program, and why do we have it? The Leadership Program raises awareness of ALA leadership development opportunities.

What We Can Do:

1. Learn about and promote participation in the ALA Leadership Academy, which is being developed because of the ALA Centennial Strategic Plan.

Examples:

For the Member

- ✚ Work with a mentor to develop/enhance interest, skills, and knowledge of the ALA.
- ✚ Become familiar with the different types of leadership training available through your department, the national organization, and your community. Pick one that appeals to you and participate wholeheartedly.
- ✚ Build your leadership skills by volunteering to chair a short-term project.
- ✚ Give a short presentation on ALA training opportunities to the unit.

The Unit Can

- ✚ Get to know the members of your unit. Help them identify the skills they can use in service to our veterans. Not all leaders have titles.
- ✚ Survey members to identify their interests and skills. Match projects based on individual member's strengths.
- ✚ Develop a plan to incorporate at least one aspect of leadership learning, monthly or quarterly, at meetings.
- ✚ Hold a workshop/brunch focusing on preparation of reports and applying for awards.
- ✚ Provide the ALA pin to new members.
- ✚ Purchase a Unit Guidebook to share among members at meetings and encourage them to go online to download information.
- ✚ Identify individuals willing to assist members who wish to acquire or strengthen computer skills to communicate via the internet.
- ✚ Identify individuals who lack the ability to communicate via the internet and ensure their inclusion in all unit and department communications.
- ✚ Participate in the ALA Leadership Academy as a unit.

Our Department Will

- ✚ Provide members with opportunities to use their skills and energy.

- ⌞ Hold a workshop to explain the department governing documents, to include Constitution & Bylaws, how the department budget is developed and their importance to the organization. The goal is not only to be transparent to your membership, but to reduce obstacles toward members volunteering for leadership roles by replacing fears with concrete information.
- ⌞ Hold a workshop to train department chairmen and unit chairmen on effective written communication.
- ⌞ Encourage department leaders and units to use tools and resources provided on the national website. More than 2,000 documents are provided on the national website at www.ALAforVeterans.org.
- ⌞ Survey units to identify barriers to leadership and work to reduce them.
- ⌞ Provide information to units for participation in the ALA Leadership Academy.

2. Enhance leaders' knowledge about ALA history, programs, and organization.

Examples:

For the Member

- ⌞ Take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- ⌞ Attend district/department training sessions/workshops.
- ⌞ Volunteer to be a trainer/course leader.
- ⌞ Ask questions.
- ⌞ Share past experiences.
- ⌞ Prepare a personal history of your involvement in the organization; refer to *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab, to discover how national endeavors may have influenced your personal history.
- ⌞ Attend a Mission Training session or other national event.

The Unit Can

- ⌞ Initiate new members. Offer every new member an orientation packet. • Offer an ALA information refresher course for all members.
- ⌞ Encourage members to take *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.
- ⌞ Recognize members who have completed the course either in a meeting or via public relations.
- ⌞ Encourage members to participate in Mission Training or another national event.

The Department Will

- ⌞ Offer *Welcome to the American Legion Auxiliary Senior Auxiliary Basics, A Course on our History and Legacy* at www.ALAforVeterans.org under the Leadership tab.

- ✚ Offer *Welcome to the Junior ALA Course "The ALA: My Organization and What I Need to Know to Grow as a Member"* at www.ALAforVeterans.org under the Leadership tab.
- ✚ Use the training PowerPoint presentations provided on the Leadership page on the national website, www.ALAforVeterans.org.
- ✚ Challenge department leaders and units to use the tools and resources provided in the Programs Action Plan or on the website, www.ALAforVeterans.org.
- ✚ Plan workshops on leadership skill development for your department and individual units.
- ✚ Hold a workshop to train department chairmen and unit chairmen on how to write an effective Programs Action Plan (formerly Plan of Action) for their programs and how to complete more informative reports.
- ✚ Survey units to identify skills/interests in order to develop leadership.

3. Encourage the use of ALA reference documents and materials, such as the Unit Guide Book, Unit, Department, and National Constitution & Bylaws, Department Operations Guide, ALA Girls State Program Guide, and the national website listing of previous annual reports, to include the Centennial Strategic Plan initiatives.

Examples:

For the Member

- ✚ Download/purchase the referenced documents and become familiar with them.
- ✚ Volunteer to assist a Junior member in learning about the documents of the ALA.
- ✚ Ask questions about any programs or terminology you don't fully understand.
- ✚ Ask members to review the Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws, noting things found puzzling or not understood. Bring these questions to your Leadership chairman for clarification.
- ✚ Participate in the ALA Innovative Leadership Video Contest Challenge. If chosen, your video will be playing on the ALA YouTube channel. Go to www.ALAforVeterans.org or your department Leadership chairman for specific information.

The Unit Can

- ✚ Set aside a time to discuss important ALA documents at unit meetings and develop a committee to address changes in procedures based upon a review of the referenced documents.
- ✚ Develop a plan to assist Junior members in learning about the referenced documents.
- ✚ Utilizing available materials, collectively develop a unit plan for projects on which your unit wishes to work.

- ⚡ Hold a workshop to explain unit Constitution & Bylaws, Standing Rules, how the unit finances are structured, how the budget is planned, and how to write meeting minutes.
- ⚡ Set aside a “show me where it’s printed” at meetings where members can ask why something is done the way it is or where in the governing documents it says we must do it this way.
- ⚡ Ask members to review the Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws, and National Constitution & Bylaws noting things they don’t understand or find puzzling and address what comes from the discussion by documenting the results. Set aside time to answer any questions that arise from any discussions on ALA documents. Follow guidelines on www.ALAforVeterans.org.
- ⚡ Submit, to the national organization, the name of any member who demonstrates an innovative leadership recruitment or development practice, for a National President ‘Shout out.’ Follow guidelines on www.ALAforVeterans.org

The Department Will

- ⚡ Hold workshops on these documents, providing guidance on the basics of protocol, parliamentary rules, and how to conduct a meeting using correct protocol.
- ⚡ Ask members to review the Unit Guide Book, Unit Constitution & Bylaws, Department Constitution & Bylaws and National Constitution & Bylaws noting things they don’t understand or find puzzling and address what comes from the discussion by documenting the results.
- ⚡ Set aside a time to discuss reference documents at department meetings.
- ⚡ Will develop a committee to address changes in procedures based on a review of the referenced material.
- ⚡ In sending our communications to our members, we will be sure to include any changes adopted by the National Organization such as Constitution & Bylaws changes, rules effecting a program, or a deadline date change that has been immediately affected.
- ⚡ Help units and members participate in the ALA Innovative Leadership Video Contest Challenge. If chosen, your video will be playing on the ALA YouTube channel. Go to www.ALAforVeterans.org for specific information.

4. Offer a mentoring program, utilizing the knowledge and experiences of members that have served as leaders beyond the unit level.

Examples:

For the Member

- ⚡ Complete a (member/leader data) unit survey for your unit.
- ⚡ Volunteer to be a mentor for a member or Junior member on the unit/department level.
- ⚡ Learn the process and apply for a unit, department, and/or national appointment.

- ↓ Seek election to a unit, department, or national office.
- ↓ Apply for a unit, department, or national committee appointment.

The Unit Can

- ↓ Use positive, experienced members to train and guide new members.
- ↓ Encourage members to volunteer to train/guide new members.
- ↓ Encourage members to become “experts” in some areas so that they can become the unit mentor in that area.
- ↓ Discover potential leaders and talent within your unit by collecting a unit survey form from every member.

The Department Will

- ↓ Assign positive, experienced chairmen to mentor new chairmen.
- ↓ Share articles on mentoring with members.
- ↓ Ask new/younger members to serve as leaders.
- ↓ Train members to be mentors.
- ↓ Choose and submit ALA Innovative Leadership Video Contest videos to eBulletin@ALAforVeterans.org.

5. Nurture a culture of goodwill at all levels of the organization.

Examples:

For the Member

- ↓ Resolve to consider your own behavior before evaluating others.' Expect the best of people.
- ↓ Participate in discussions or debates while demonstrating respect for opinions that are different from your own. When you disagree, extend the olive branch of friendship since we all share a common mission.
- ↓ Speak privately with another member directly, rather than involving others with your concerns.

The Unit Can

- ↓ Invite new members to participate in meetings and events.
- ↓ Always greet new members and offer a new member packet.
- ↓ Provide unit officers/board of directors contact information.
- ↓ Unit leaders should encourage members to work their issues out directly with the parties involved rather than attempting to fix the situation by intervening.
- ↓ Listen to what members say and thank them for their ideas.
- ↓ Be open, rather than critical, of the ideas of others.
- ↓ Assist in positive solutions to conflicts by focusing on the desired outcome.
- ↓ Give praise and recognition when members do what is asked or go beyond what was expected.

The Department Will

- ↓ Welcome new members graciously by recognizing them at meetings.
- ↓ Listen to members' concerns before responding.
- ↓ Keep an open mind.
- ↓ Answer questions seeking assistance from other leaders to give a clear and defining answer.
- ↓ Give praise and recognition when members do what is asked or go beyond what was expected.


**ALA DEPARTMENT OF NEW JERSEY
LEADERSHIP REPORT FORM 2017-2018**

Please complete and forward to : Julianne Jandik, 22 S. 1st Ave., Mine Hill, NJ 07803

COUNTY:	Report Deadline: The Saturday prior to the scheduled Board Meeting.
COUNTY CHAIRMAN:	
ADDRESS:	
PHONE #:	
EMAIL ADDRESS:	

Leadership Training	# of Units	# of Counties	Members	Total Hours
Number of Members/Units participating.				
Number of Recognition Certificates Awarded.				
How Many Were New Participants				
How Many were Reterning Participants				
TOTALS				

Nurtering a Culture of Goodwill	# of Units	Members
Number of programs presented.		
TOTALS		



Unt Member/Data Survey	# of Units	# of Counties	Members	Total Hours
How many forms wer completed and compiled?				
Important Unit/County/Department Responses:				
TOTALS				

Effective Empowerment Training	# of Units	# of Counties	Members	Total Hours
What feedback if any can you provide concerning				
what you learned, how did this training improve your				
ability to lead?				
TOTALS				

Please submit additional details regarding Leadership activities on a separate sheet of paper.

