

# Leadership

2010-2011 National President's Theme: The Power of One  
2010-2011 Department President's Theme: It is Great to be an American!

## Plan of Action: Leadership Committee

Purpose: To develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate and mentor members of all ages and at all levels of the organization.

## Committee Contact Information



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### Committee Member

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## Leadership Goals:

- Educate Members
- Motivate Members
- Encourage Mentor Programs
- Teach and Train Members



# Leadership

## **Programs and Activities**

The Leadership Committee strives to develop and prepare knowledgeable and capable leaders to carry on the growth and success of the Auxiliary by promoting activities and resources that educate, motivate and mentor members on all levels and phases of our programs.

As leaders in the American Legion Auxiliary, we must continue to move forward for a stronger organization filled with potential future leaders. We must provide them with opportunities to use their special skills and energy. We must constantly be looking for those with the potential to become our leaders of tomorrow.

Our attention will be focused on senior members to reach out to the younger women in our communities (mentorship). Show them what the Auxiliary can do to expand their confidence and leadership abilities.

- Teach the history of the Auxiliary to all members.
- Teach the programs of the Auxiliary and match members' interests with the programs.
- Teach the basics of protocol, parliamentary rules and meeting procedure.
- Establish a mentoring program, utilizing the senior members' knowledge and experiences with younger members.
- Encourage updating program activities so younger eligible women will want to join.
- Promote the Senior and Junior Leadership Courses on the national website.
- Promote the use of the Guide for Department Chairmen, which is available online, so that we may continue efforts to have uniform and consistent information for Department Chairmen to follow.
- Promote the use of the Unit Handbook, the publication that all members should have. It provides guidelines on how to open and close a meeting properly with a complete agenda, various ceremonies and an introduction to all Auxiliary programs. It also provides a question-and-answer section giving members insight into our organization.
- Promote the Unit Constitution & Bylaws as the second necessary tool for members. The document should be made available to all members so that they can become familiar with our organization and the guidelines for the Unit.

*Past officers and chairmen can mentor current/new officers and chairmen. Encourage each Unit member to take the Senior (or Junior) Correspondence Course. Take advantage of the Department's mini-Leadership topics offered in the monthly Dept. of Mississippi Newsletter. Share at your Unit Meetings.*

## **Mid-Year and Year-End Reports**

Please provide a Mid-Year Progress Report, outlining your Unit's accomplishments and/or activities by December 15, 2010, sending to Department Chairman Inez McCain at her address provided. This may be done in simple narrative format.

Be sure to save the report form attached for the YEAR-END deadline of May 1, 2011, to the Department Chairman.

# Leadership

## Department Emphasis for 2010-2011:

For the 2010-2011 Dept. of Mississippi administrative year, we ask all unit Leadership Chairmen to encourage unit members to take the **Senior Membership Correspondence Course (there's a course for juniors, too)**. The course is located online at [www.missala.com](http://www.missala.com) (click on Leadership page). Not only will our members learn more about the aims and purposes of the American Legion Auxiliary through the study course, they will grow to appreciate how our organization became a national leader in service to others. It is our goal in the Department to work together statewide and produce many graduates of the correspondence course. When a member completes and passes the correspondence course, please inform the Department Leadership Chairman immediately.

**WATCH FOR THE DEPARTMENT NEWSLETTER!** Each month, the Department Chairman will include a **mini-leadership course topic** in the Department newsletter, with the hope that each unit Leadership Chairman will share that program at the next unit meeting. Your Unit President receives the newsletter, so be sure to ask her for a copy of the Leadership Program article.

## Leadership Awards

1. **Most Outstanding Overall Department Leadership Program Award:** An award will be presented to the Department Leadership Chairman with the best overall Leadership program. Entry must be in narrative form not to exceed 1,000 words and must include a copy of the Consolidated Annual Report Form. E-mail preferably, or mail your pictures of your program to the National Chairman. Mailed pictures will not be returned. All entries must be postmarked by June 1, 2011, and sent to the National Chairman.
2. **Unit Leadership Training Recognition Certificates—Mentorship:** A recognition certificate will be presented to individual Unit Leadership Chairman who best implements the mentoring program within her Unit. Submit information to the Leadership Committee Member Diane Cantrell, postmarked by May 1, 2011. Entries will be forwarded to the National Leadership Committee for certificates.
3. **Unit Leadership Training Recognition Certificates—Training Sessions:** A recognition certificate will be presented to individual Unit Leadership Chairman or Officer who conducts three (3) leadership training sessions at unit meetings. Topics to be covered include (1) duties of officers, (2) how to conduct and how to participate in a meeting, and (3) a leadership topic of your choice. Submit dates of training sessions, topics covered, and the length of each training session. **Submit information/entry to the Department Chairman by May 1, 2010.** Certificates will be awarded at State Convention 2011.
4. **On the Department level,** a 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place award will be presented to deserving units, based on year-end reporting. Certificates of participation/appreciation will be given to each reporting Unit.

## Resources

1. Emblem Sales <http://emblem.legion.org>
2. Unit Handbook
3. National Constitution & Bylaws
4. Policies & Procedures
5. Robert's Rules of Order
6. Parliamentary Procedure
7. Let's Be Right on Flag Etiquette