LEADERSHIP
2024-2025

A good leader does not know everything.
A good leader knows where to look it up.
A good leader follows the governing documents.

What you can do:
Provide leadership opportunities at your meetings.
Review the various committees with your members.
Invite guest speakers to your unit meetings.
Department committee members are a good choice.
Plan a leadership course for your unit members.

READ! READ! READ! READ! READ!

Robert's Rules of Order Newly Revised 12th Edition
Robert's Rules of Order Newly Revised in Brief 3rd Edition
The Complete Idiot's Guide to Parliamentary Procedure (Fast Track)
By Jim Slaughter, PRP, CPP-T,JD
Notes and Comments on Robert's Rules
By Jim Slaughter, Gout Ragsdale, and Jon Ericson
The Complete Idiot's Guide to Robert's Rules
By Nancy Syvester, PRP, CPP-T

Available at alaforveterans.org
National Constitution and Bylaws and Standing Rules
American Legion Auxiliary Unit Guide Book
Department Operations Guide
Manual of Ceremonies
Junior Activities Handbook
Basic Parliamentary Procedure
Poppy Program Guide
Veterans Affairs and Rehabilitation (VA&R) Guide
Sign up on the members portal of alaforveterans.org for many more leadership opportunities.
Take the ALA Academy courses online.

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LEADERSHIP AWARDS

UNIT AWARD:
Most outstanding Unit leadership program (narrative).
Please contact me for the official form.
All entries must be to me by May 1, 2025

UNIT MEMBER OF THE YEAR
Open to Senior members who have not held an elected or appointed office higher than Unit President.
The Unit must submit a narrative of the accomplishments in 1000 words or less.
Must be to me by May 1, 2025

Leadership Chairman
Alcyne Welton
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Milford,CT 06460
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Leadership Committee
Raelene Miller,
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LESSON #1
Robert's Rules of Order Newly Revised 12th Edition

THEME: Minutes are a record of what was DONE at the meetings NOT what was SAID by members or guests.

INCLUDE:
First paragraph
Kind of Meeting (regular, special, executive session)
Name of organization
Place of the meeting
If the Presiding officer was present or a substitute.
Roll call of members (to see if a quorum is met)
Whether minutes of the previous meeting were read and approved

Separate paragraph for each subject matter with the name of mover.
All main motions or motions to bring a main question again before the assembly (except any withdrawn)
STATING:
The wording in which adopted or disposed of
The disposition of motions (including amendments or motions)
Secondary motions that were not lost or withdrawn
All notices of motion
All points of order and appeals, whether sustained or lost.

Last paragraph
Hour of adjournment

Number of votes if count is ordered or ballot vote
Names and votes if roll call vote

Signature and date of the Secretary and the President.
Respectfully submitted is outdated and no longer necessary.

DO NOT INCLUDE:
Seconders name.
Remarks of guest speaker

Committee reports
Motions that were withdrawn
Personal opinion on anything said or done

PROPER WAY TO CORRECT MINUTES:
The President asks, " are there any corrections to the minutes?'
A member states a correction.
The secretary writes the correction in the margin in RED
The President then asks the secretary to read the corrections
Then the President says," the minutes are approved as corrected."
The secretary and the President sign and date the minutes.
Now these are the official legal minutes of the meeting.
The secretary does not retype the minutes

The red marked copy is sent out to the membership to show corrections were made and where.

COMMON MISTAKES:
Moving to accept the minutes. What if everyone said no?
The President states that they are approved as read, e-mailed or corrected.

Taping the minutes. Robert's states that minutes should not be taped as often a transcript of the tape is mistakenly used as minutes. The tape is a transcript of the meeting, not the minutes. The minutes are what was DONE, NOT what was SAID. Robert's state that when a tape is used for correct wording of motions, once the actual minutes have been approved, destroy the tape as it is not the legal minutes.

Sample Unit Meeting

President: (one rap of the gavel to seat the members.)

President: The meeting will now come to order.

President: (three raps of the gavel for members to stand.)

President: The color bearers will advance the colors. Hand salute.

President: (Once the colors are posted)

President: Two.

Note: Optional; (a set of table Flags may be used for the Pledge, but they are never advanced or retired.)

President: The colors being in place, hand salute. **(wait 30 seconds)** Two.
(This applies when the parade Flags are not advanced and or the table Flags are used.)

President: The Chaplain will offer prayer.
(Use one from the manual or one of the Chaplains choice)

Chaplain: Offers prayer.

President: In memory of our dead, let us stand in silence.

President: You will join me in Pledging Allegiance to the Flag. Hand salute.

All: Pledge of Allegiance.

(When finished)

President: Two.

President: We will sing one stanza of our National Anthem, The Star Spangled Banner, hand salute. **(If you do not wish to sing, you Unit may play a CD of the National Anthem or sing a different patriotic song.) (When finished)** Two.

President: You will join me in repeating the Preamble to the Constitution of the American Legion Auxiliary.

(The secretary should keep copies of the Preamble to pass out at each meeting.)

President: (One rap of the gavel to seat the members.)

President: I now declare the meeting of _____Unit No._____of the American Legion Auxiliary, Department of _____regularly convened.

President: Per The American Legion resolution acknowledging POW/MIA's, read the resolution.

President: A POW/MIA empty chair is placed at all official meetings of the American Legion Family, as a physical symbol of the many American POW/MIAs still unaccounted for from all wars and conflicts involving the United States of America. This is a reminder for all of us to spare no effort to secure the release of any prisoners from captivity, the repatriation of the remains of those who died bravely in defense of liberty and a free accounting of those missing. Let us rededicate ourselves for this vital endeavor.

(set up a small POW/MIA Flag or put the chair cover on an empty chair). (These items are available at emblem sales.)

President: Will the Secretary read the roll call of officers.

Secretary: (Reads the list of officers and records present or absent.)

President: Will the Secretary please read the minutes of (state the date of the minutes to be read. **(You may e-mail out the minutes in advance)**

Secretary: Reads the minutes.

President: Are there any corrections?
If someone has a correction, it should be stated and the Secretary makes a note of the correction.

President: The minutes stand approved as read, e-mailed or corrected. **Depending which of these applies to your unit.)**

President: Will the Treasurer please read the financial report. **(This may be e-mailed in advance to the members.**

President: Are there any questions on the financial report?
(At this time, members can ask questions or clarification of the report.)
(Once the questions have been answered)

President: The financial report will be placed on file for the Risk and Compliance committee.

President: Reads her or his report.
(What was done since the last meeting)

President: Will the Secretary call on the officers for their reports.

Secretary: Calls on each officer for their report.
(the report should be handwritten or typed and placed on file with the minutes)

President: Will the Secretary call on the chairmen for their reports.
(You may not want every chairman to report. Just the ones you asked ahead of time or chairmen who have asked you for time to report.)
(If action is needed from a report, revisit it under new business.)

President: Will the Secretary please read the communications?
(not necessary to read long letters completely. Give a summary)
(if action is to be taken on communications, revisit it under new business. Communications should be filed with the minutes.)

President: Is there any unfinished business?
(Do not ask for old business. This term is no longer used. The Secretary should have a list of unfinished business from previous meetings)

Sample motion:
Member: I move to donate $100.00 to the Child Welfare Foundation.
Member: I second the motion.

President: A motion has been made and seconded to donate $100.00 to the Child Welfare Foundation. Is there any discussion?
(If there is discussion, the person who made the motion speaks first. Each speaker may speak twice and only for two minutes.)
(If there is no discussion,)
President: Hearing no discussion, those in favor say aye **(do not say signify, this is an old term not used anymore.**
Those opposed say no. The vote is 10 to 2 in favor of the motion. Motion carried.

President: Is there any new business?
(This is where you bring up items from reports and communications that need action.)

President: Are there any announcements. **(Recognize any member who wishes to make an announcement.)**

(If you have a program or speaker, do this now.)

President: Is there any further business to come before the meeting? If not the Chaplain will offer prayer.
President: (Three raps of the gavel for the members to stand.)

Chaplain: Offers prayer.

President: Til we meet again let us remember that our obligation to our Country can only be fulfilled by the faithful performance of all duties of citizenship. Let service to the Community, State and action be ever a main objective of the American Legion Auxiliary and it's members. Let us ever be watchful of our organization and ourselves, that nothing shall swerve us from the path of justice, freedom, loyalty, and democracy.

President: The colors bearers will retire the colors. Hand salute. **(Once retired)** Two. Or, colors being in place, hand salute. **(Wait 30 seconds.)** Two.

President: I now declare the meeting of _____Unit No._____of the American Legion Auxiliary, Department of _____adjourned.

Black ink is what to say.
Bold/Blue ink is what to do.

Dress Code

Part of being a good leader is to know how to dress properly for meetings, events and service projects.

At a small Unit meeting, you can dress comfortably. Branded shirts with skirts or slacks are appropriate. A simple dress is also appropriate. In larger Units where speakers or guests are present, dress a little more business like.

At District meetings, you should dress professionally. Branded shirts with skirts or slacks are appropriate. A simple dress is also appropriate. Branded ALA jewelry is also appropriate, as well as, the magnetic ALA emblem. Jeans, shorts and sweats are not appropriate at a District meeting. District officers may select a uniform for their meetings. Common uniforms are navy skirt or slacks, navy jacket and a white blouse. Navy or black skirt or slacks with the same branded shirt are also used.
The exception would be for a themed meeting, such as blue jeans for babies or a pajama day.

At Department meetings, business casual is appropriate. At this level, you need to look and act professional. Branding is always appropriate. This can be shirts, ALA jewelry, hats or the magnetic ALA emblem. At this level, jeans, shorts and sweats are never appropriate.

For patriotic events, branding is appropriate. Patriotic clothing is appropriate with branding ALA jewelry or the magnetic ALA emblem. Again, jeans, shorts and sweats are not appropriate.

For conventions, business casual is appropriate. The need to look and act professional is important, as outsiders can view our look and behavior. Branding is appropriate with shirts, hats, ALA jewelry and the magnetic ALA emblem. Jeans, shorts and sweats are never appropriate at conventions.

At testimonials and banquets, cocktail dresses, long dresses or fancy pants outfits are appropriate. Brand with ALA jewelry or the magnetic ALA emblem. Jeans, shorts and sweats are never appropriate at these events.

For service projects that get you dirty, jeans, shorts and sweats are appropriate with a branded shirt.

At Christmas shops, you can wear a branded shirt to let people know who you are. However, if you would like to wear a holiday shirt, use branded ALA jewelry or the magnetic ALA emblem.

Officers should wear the pin of their highest office and the ribbon of their office. Remember, modesty is essential when representing the American Legion Auxiliary. Cover your assets.

LEADERSHIP COURSE REQUEST FORM

Unit Name and Number: _____

District Number: _____

Contact Person:
Name: _____
Phone: _____
E-mail: _____

½ day 8am to 12pm _____ ½ day 1pm to 5pm _____
Full day 8am to 5pm _____

Number attending: _____
List names on the back of the form.

Leadership cards will be presented at the conclusion of the course.

Leadership pins may be ordered at the cost of $18.00, payable at the time of the course. This includes shipping.

A $5.00 registration fee will be required by each student to cover the cost of printing handouts, payable in advance.

Checks are to be made payable to: American Legion Auxiliary, Department of Connecticut.

Contact Leadership Chairman Alcyne Welton to set a date for a course.

Phone: 203-804-4213
E-mail: alcynewelton@gmail.com