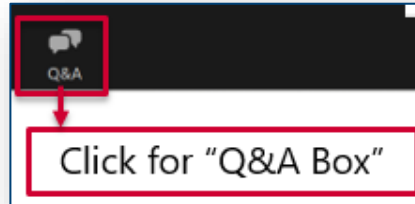


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So, You're A Department Chair... Now What??



Welcome to Q&A

Questions you ask will show up here. Only host and panelists will be able to see all questions.

Any questions you have during the call type them in here.

Type your question here...



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**Barb Washburn,
National Leadership Chair**



**Kathy Daudistel,
National Leadership Vice-Chair**



**Robin Dorf,
Northwestern Division Chair**

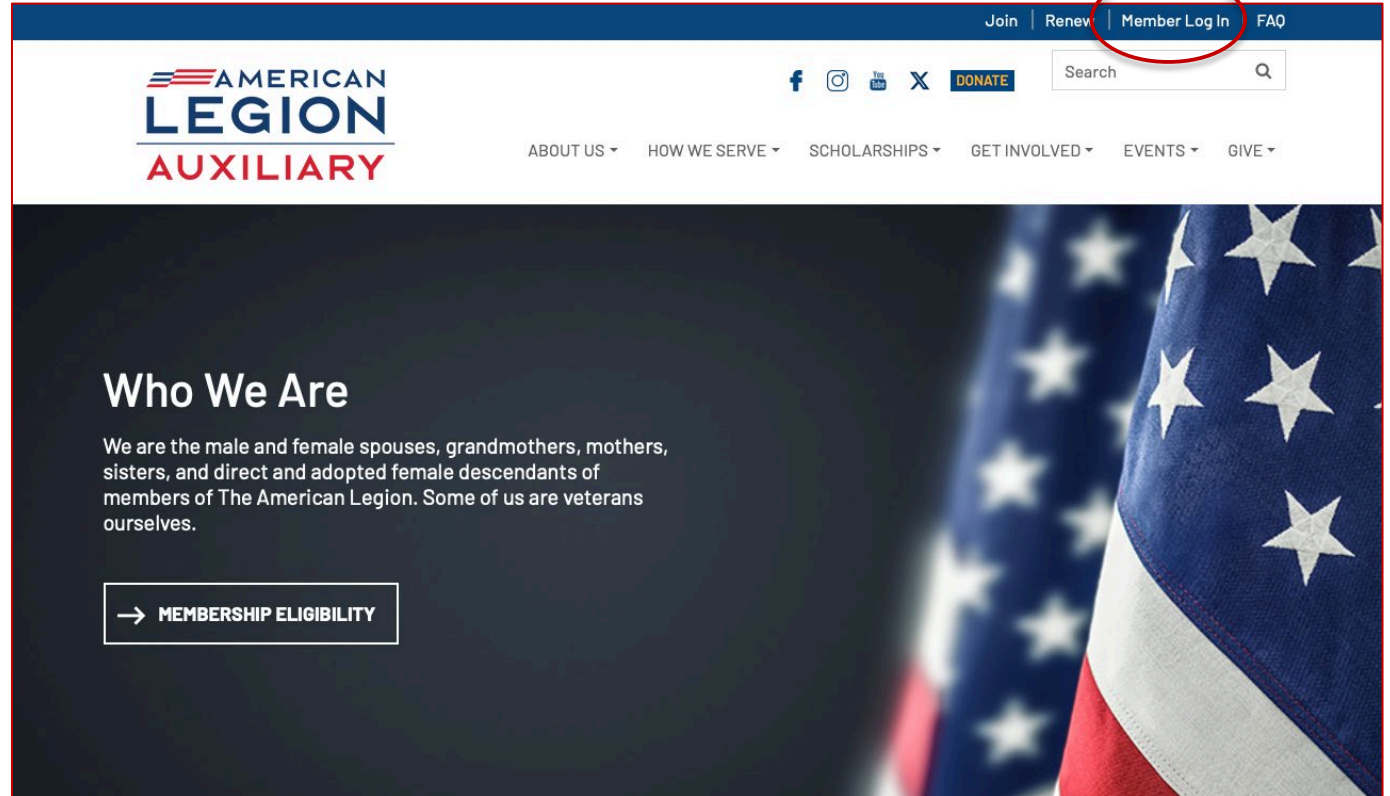
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So, You're A Department Chair...Now What??



How and where do I start?

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The screenshot shows the top navigation bar of the American Legion Auxiliary website. The navigation bar is dark blue with white text. It includes links for 'Join', 'Renew', 'Member Log In', and 'FAQ'. The 'Member Log In' link is circled in red, and a red arrow points to it from the top right. Below the navigation bar is a white header area containing the American Legion Auxiliary logo on the left, social media icons (Facebook, Instagram, YouTube, X) and a 'DONATE' button in the center, and a search bar on the right. Below the header is a dark blue banner with a blurred American flag background. The banner contains the heading 'Who We Are' and a paragraph of text: 'We are the male and female spouses, grandmothers, mothers, sisters, and direct and adopted female descendants of members of The American Legion. Some of us are veterans ourselves.' At the bottom of the banner is a white button with a right-pointing arrow and the text 'MEMBERSHIP ELIGIBILITY'.

Join | Renew | **Member Log In** | FAQ

AMERICAN LEGION AUXILIARY

f Instagram YouTube X DONATE Search

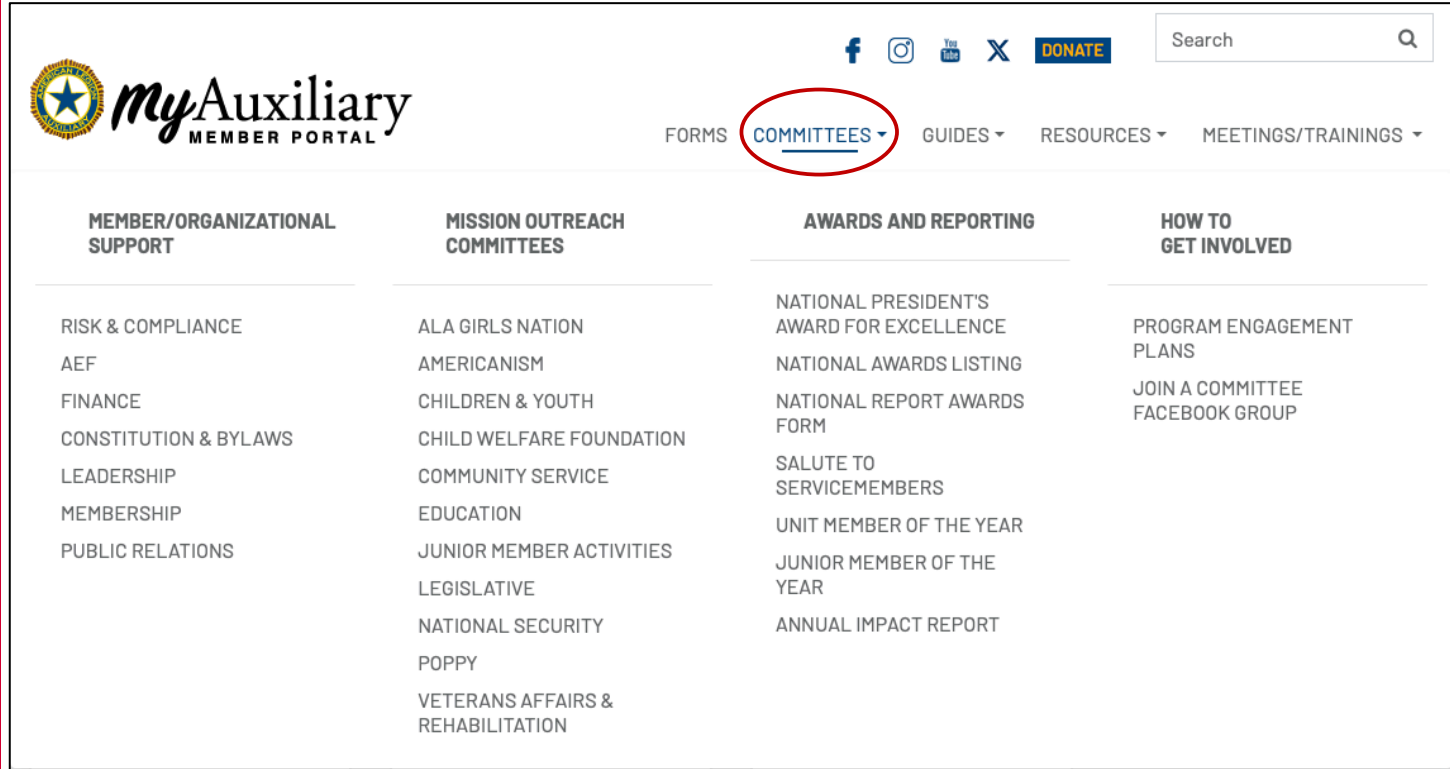
ABOUT US ▾ HOW WE SERVE ▾ SCHOLARSHIPS ▾ GET INVOLVED ▾ EVENTS ▾ GIVE ▾

Who We Are

We are the male and female spouses, grandmothers, mothers, sisters, and direct and adopted female descendants of members of The American Legion. Some of us are veterans ourselves.

→ MEMBERSHIP ELIGIBILITY

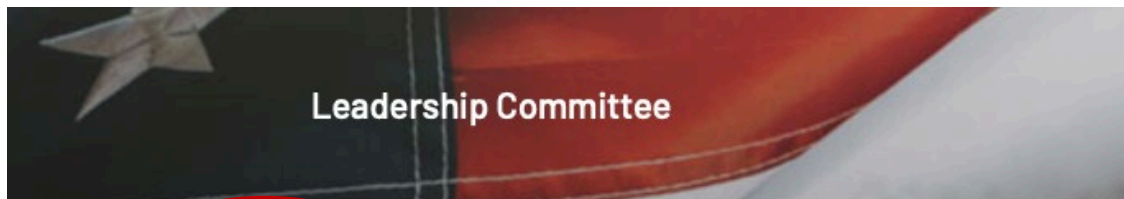
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The screenshot shows the 'MyAuxiliary MEMBER PORTAL' website. At the top right, there are social media icons for Facebook, Instagram, YouTube, and X, along with a 'DONATE' button and a search bar. The main navigation menu includes 'FORMS', 'COMMITTEES' (highlighted with a red circle), 'GUIDES', 'RESOURCES', and 'MEETINGS/TRAININGS'. Below the navigation is a grid of four categories: 'MEMBER/ORGANIZATIONAL SUPPORT', 'MISSION OUTREACH COMMITTEES', 'AWARDS AND REPORTING', and 'HOW TO GET INVOLVED'. Each category lists several sub-items.

MEMBER/ORGANIZATIONAL SUPPORT	MISSION OUTREACH COMMITTEES	AWARDS AND REPORTING	HOW TO GET INVOLVED
RISK & COMPLIANCE	ALA GIRLS NATION	NATIONAL PRESIDENT'S AWARD FOR EXCELLENCE	PROGRAM ENGAGEMENT PLANS
AEF	AMERICANISM	NATIONAL AWARDS LISTING	JOIN A COMMITTEE FACEBOOK GROUP
FINANCE	CHILDREN & YOUTH	NATIONAL REPORT AWARDS FORM	
CONSTITUTION & BYLAWS	CHILD WELFARE FOUNDATION	SALUTE TO SERVICEMEMBERS	
LEADERSHIP	COMMUNITY SERVICE	UNIT MEMBER OF THE YEAR	
MEMBERSHIP	EDUCATION	JUNIOR MEMBER OF THE YEAR	
PUBLIC RELATIONS	JUNIOR MEMBER ACTIVITIES	ANNUAL IMPACT REPORT	
	LEGISLATIVE		
	NATIONAL SECURITY		
	POPPY		
	VETERANS AFFAIRS & REHABILITATION		

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Leadership Committee

GET INVOLVED

JOIN LEADERSHIP GROUP

Program Awards

Leadership Program Awards

Leadership Annual Reporting
Guidelines

National & Department Officers &
Committees Directory (Red Book)

Unit Member of the Year

Leadership Key Resources

Unit Guide Book

ALA Academy

Important Dates

- Department Chair Report due to National Committee: **May 15.**
- Department and Unit Member of the Year Award Nomination Form Completed and Submitted: **June 1.**

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*

Key Program Statements:

- To raise awareness of ALA leadership development opportunities.
- To promote participation in the ALA Academy.
- To enhance knowledge about ALA history, programs, and organization.

Looking for the Senior Auxiliary Basics Course (Leadership Course)? We're working on an exciting update to the course, release date TBD. If you'd still like a copy of the old PowerPoint course, please email leadership@ALAforVeterans.org. In the meantime, check out the Get Involved tab above!

Looking for ideas?

ALA Committee Facebook Groups are spaces on the social media network for ALA members to discuss or share about broad or narrow topics related to each committee. Groups provide an arena for organic discussion about your local programs or services and present the opportunity to cultivate brand awareness.

The Leadership Committee raises awareness of leadership development opportunities.

<https://www.facebook.com/groups/ALALeadership>

Contact Leadership Committee: Leadership@ALAforVeterans.org

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Leadership Program Engagement Plan

Member Site: <https://member.legion-aux.org/member/committees/leadership>

Leadership Email Address: Leadership@ALAforVeterans.org

Leadership Key Resources

[Leadership Facebook group](#)

[Unit Guide Book](#)

[ALA Academy](#)

[Mission Training](#)

[ALA guides, handbooks, toolkits, manuals, bylaws, standing rules and more](#)

[Unit Member of the Year Information](#)

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.



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END OF YEAR REPORTING



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Search

FORMS COMMITTEES ▾ GUIDES ▾ RESOURCES ▾ MEETINGS/TRAININGS ▾

GET INVOLVED

JOIN LEADERSHIP GROUP

Program Awards
Leadership Program Awards
Leadership Annual Reporting Guidelines
National & Department Officers & Committees Directory (Red Book)
Unit Member of the Year

Leadership Key Resources

Unit Guide Book

ALA Academy

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Leadership Annual Reporting Guidelines

Department chairs' annual reports reflect the cumulative summary of units' mission service in the department. Each department Leadership Committee chair is required to submit via email a narrative report to the division Leadership Committee chair, plus copy the national Leadership Committee chair by May 15.

The annual report is separate from the submission for national award consideration and impact number reporting. However, department reports may be taken into consideration for national awards.

Photos (in a high-resolution format) that show unit mission Leadership Committee activities accompany these reports.

Note: Individual members and units should follow their department's guidelines and deadlines.

Department Chairs' Annual Reporting Guidelines:

Department chairs' reports share the positive impact of our mission! They help us tell the world who we are, what we do, and why we matter. Just three simple steps are needed to add your part to our national success story:

1. Department reports are limited to 1,000 words.
2. Provide details/examples about the activity. Be sure to include specific information such as unit name and number.
3. Submit your department chair report to your division and national chair with photos by email by **May 15**. Find contact information here.
4. Photos should be in a high-resolution format (at least 300 DPI) or sent using the high-resolution option on your smartphone. When emailing the photo, select "actual size" for attaching to the email.
 - o When possible, include photos of actual events.
 - o The request for photos is important for our national chairs to highlight members serving our mission.

Committee-Specific Reporting Guidelines:

These should be tied directly to the Program Engagement Plan (where applicable) or the Key Program Statements.

- In what ways did units in your department participate in Leadership Certificate activities?
- How did your department promote attendance at ALA Mission Training?
- How did your department promote the ALA Academy?
- Did your department host a leadership conference/workshop? How many people attended? What was presented? How was it presented (e.g., classroom style, theater style, interactive hands-on, co-facilitated workshop)?
- How many units submitted their Unit Member of the Year for department judging?



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AWARDS





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AWARDS

Unit Member of the Year

June 1st

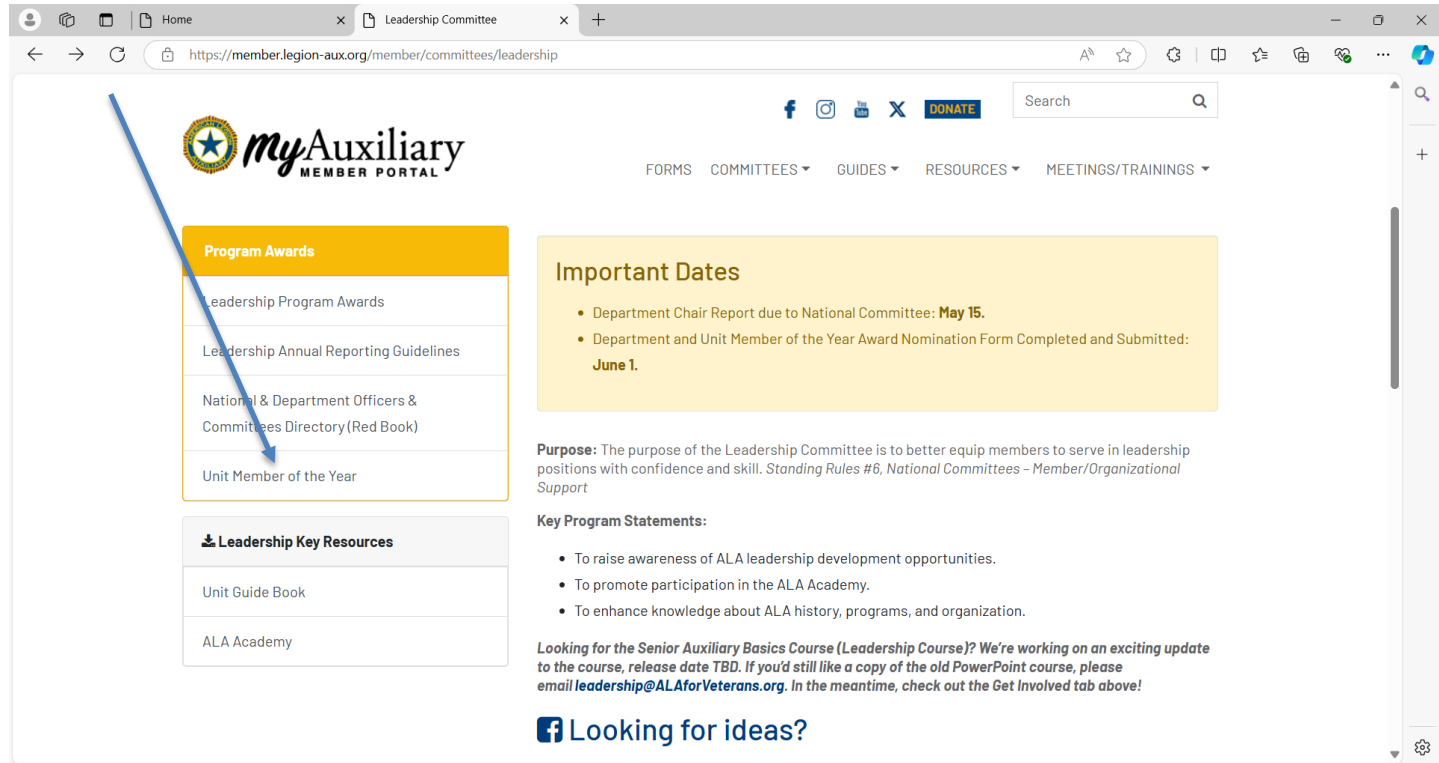
Most Outstanding Unit Program,

June 1st

Best Department Program

June 1st

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The screenshot shows the MyAuxiliary Member Portal website. The browser address bar displays the URL: <https://member.legion-aux.org/member/committees/leadership>. The page features a navigation menu with options: FORMS, COMMITTEES, GUIDES, RESOURCES, and MEETINGS/TRAININGS. A search bar is located in the top right corner. The main content area is divided into two columns. The left column contains a 'Program Awards' section with a yellow header and a list of links: Leadership Program Awards, Leadership Annual Reporting Guidelines, National & Department Officers & Committees Directory (Red Book), and Unit Member of the Year. Below this is a 'Leadership Key Resources' section with a grey header and a list of links: Unit Guide Book and ALA Academy. A blue arrow points from the 'Unit Member of the Year' link in the 'Program Awards' section to the 'Unit Member of the Year' link in the 'Leadership Key Resources' section. The right column contains an 'Important Dates' section with a yellow background and a list of dates: Department Chair Report due to National Committee: **May 15**, and Department and Unit Member of the Year Award Nomination Form Completed and Submitted: **June 1**. Below this is a 'Purpose' section with text: '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'. This is followed by a 'Key Program Statements' section with a list of three bullet points: 'To raise awareness of ALA leadership development opportunities.', 'To promote participation in the ALA Academy.', and 'To enhance knowledge about ALA history, programs, and organization.'. At the bottom of the right column is a section titled 'Looking for the Senior Auxiliary Basics Course (Leadership Course)? We're working on an exciting update to the course, release date TBD. If you'd still like a copy of the old PowerPoint course, please email leadership@ALAforVeterans.org. In the meantime, check out the Get Involved tab above!'. Below this is a section titled 'Looking for ideas?' with a Facebook icon.

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The screenshot shows a web browser window with the URL <https://member.legion-aux.org/member/awards/leadership-program-awards>. The page features the MyAuxiliary Member Portal logo and navigation menus for FORMS, COMMITTEES, GUIDES, RESOURCES, and MEETINGS/TRAININGS. The main content area is titled "2024-2025 National Leadership Program Awards Deadlines and Submission Requirements". It includes a search bar, social media icons, and a "DONATE" button. A sidebar on the right contains a link to the "Online Red Book Directory". The main text explains that award submissions must include a narrative and supporting documentation, and lists the deadline as June 1. A list of requirements follows, including that all entries must be received by National Headquarters by 5 p.m. EST on the deadline listed above, and that members should follow instructions from their department. The page concludes with a link to the Unit Member of the Year Award Form.

Leadership Program Awards

https://member.legion-aux.org/member/awards/leadership-program-awards

MyAuxiliary
MEMBER PORTAL

FORMS COMMITTEES GUIDES RESOURCES MEETINGS/TRAININGS

2024-2025 National Leadership Program Awards
Deadlines and Submission Requirements

Online Red Book Directory
[Click here for Electronic Red Book Directory](#)

All award submissions must include a narrative (either a PDF or Microsoft Word document) explaining why the department or unit you're nominating should receive the award. The narrative can also be the department chair's report. You may also upload other supporting documentation that will give the committee a full picture of the important mission work your department or unit has accomplished this year. These files can be photos (JPG, JPEG or TIFs – no larger than 14MB) or PDF documents. If you have more than three supporting files, please email the committee email address listed in the form.

Here are the national awards for this committee:

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.

- **Deadline: June 1**
- All entries must be received by National Headquarters by 5 p.m. EST on the deadline listed above.
- *Please note: Members should follow instructions from their department. Units should send their nominations to their department.*

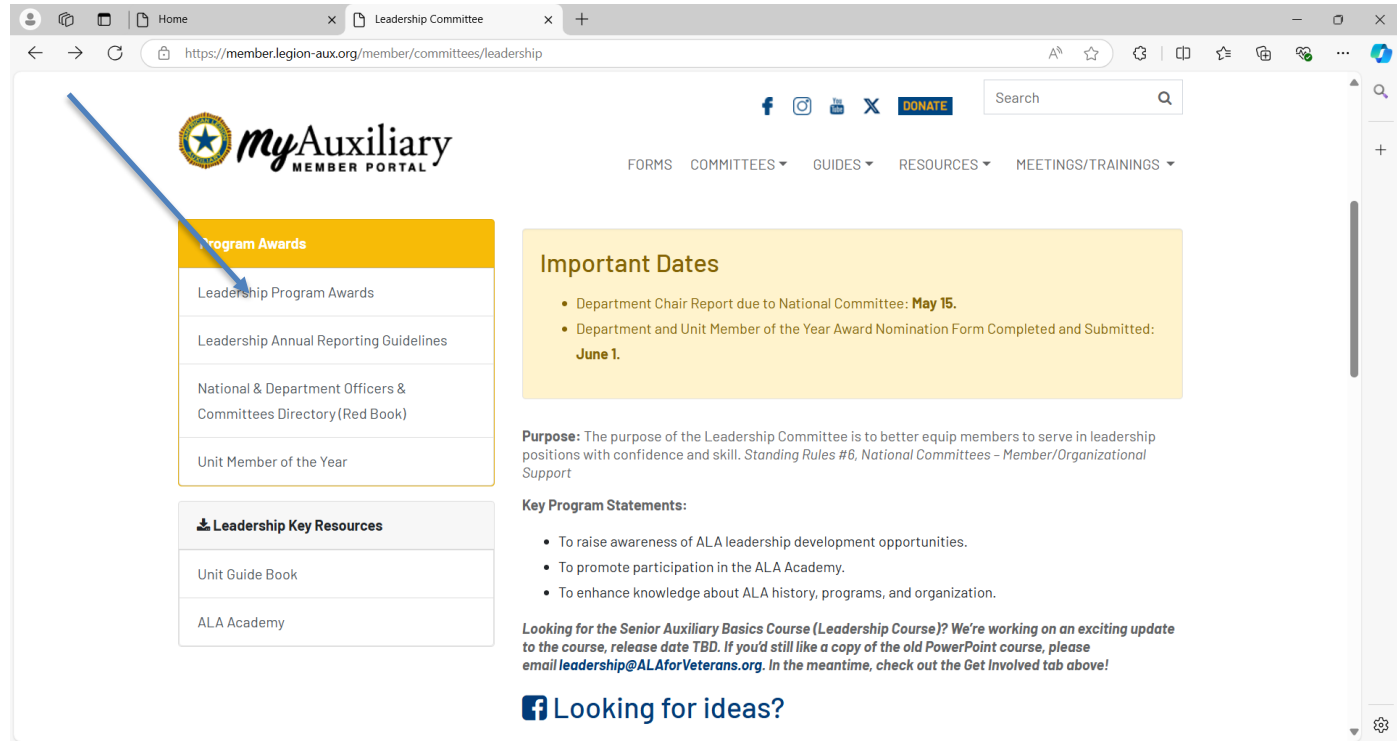
Unit Member of the Year Award Form Link: <https://www.legion-aux.org/Unit-Member-of-the-Year-Award-Form>



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A screenshot of a web browser displaying the "MyAuxiliary MEMBER PORTAL" website. The browser's address bar shows the URL "https://member.legion-aux.org/Unit-Member-of-the-Year-Award-Form". The page features the American Legion Auxiliary logo at the top center, social media icons (Facebook, Instagram, YouTube, X), and a "DONATE" button. A search bar is located in the top right corner. Below the navigation menu, the page displays the American Legion Auxiliary logo and a message: "This form should only be used if you are a Department Leadership or Past Presidents Parley Chairman." Below this, it states: "If you are a Unit trying to submit your nomination for Unit Member of the Year, please consult your department's guidelines. Contact information for your department may be found at <https://www.legion-aux.org/about/department-state-headquarters>." At the bottom, there is a question: "Are you a Department Leadership or Past Presidents Parley chairman?" with two radio button options: "Yes" and "No".

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The screenshot shows the MyAuxiliary Member Portal website. The browser address bar displays <https://member.legion-aux.org/member/committees/leadership>. The page features a navigation menu with links for FORMS, COMMITTEES, GUIDES, RESOURCES, and MEETINGS/TRAININGS. A search bar is located in the top right corner. The main content area is divided into several sections:

- Program Awards**: A yellow header section containing a list of award categories: Leadership Program Awards, Leadership Annual Reporting Guidelines, National & Department Officers & Committees Directory (Red Book), and Unit Member of the Year. A blue arrow points to the "Leadership Program Awards" link.
- Leadership Key Resources**: A section with a download icon and a list of resources: Unit Guide Book and ALA Academy.
- Important Dates**: A yellow box containing two bullet points:
 - Department Chair Report due to National Committee: **May 15.**
 - Department and Unit Member of the Year Award Nomination Form Completed and Submitted: **June 1.**
- Purpose**: A paragraph stating 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*
- Key Program Statements**: A list of three statements:
 - To raise awareness of ALA leadership development opportunities.
 - To promote participation in the ALA Academy.
 - To enhance knowledge about ALA history, programs, and organization.
- Looking for the Senior Auxiliary Basics Course (Leadership Course)?** We're working on an exciting update to the course, release date TBD. If you'd still like a copy of the old PowerPoint course, please email leadership@ALAforVeterans.org. In the meantime, check out the Get Involved tab above!
- Looking for ideas?**: A section with a Facebook icon.



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A screenshot of a web browser displaying the "MyAuxiliary" member portal. The browser's address bar shows the URL "https://member.legion-aux.org/member/awards/leadership-program-awards". The page features the "MyAuxiliary" logo and a navigation menu with links for "FORMS", "COMMITTEES", "GUIDES", "RESOURCES", and "MEETINGS/TRAININGS". The main content area is titled "Unit Award: Most Outstanding Unit Leadership Program (per division)" and includes a bullet point stating that all entries must be submitted via an electronic form by 5 p.m. EST on June 1. A note below indicates that a confirmation will be received upon submission. A "National Awards Form Link" is provided as "https://www.legion-aux.org/National-Awards-Form". A second section, "Department Award: Best Department Leadership Program (per division)", follows a similar format with a submission deadline of June 1 and a note that unit and department deadlines differ. At the bottom of the page, there is a footer with links for "Contact", "Employment", "Privacy Policy", "Terms and Conditions", "Join", and "Renew".



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The screenshot shows a web browser window with the URL <https://www.legion-aux.org/National-Awards-Form>. The page header includes navigation links for "Join", "Renew", "Member Log In", and "FAQ". The main content area features the American Legion Auxiliary logo and a navigation menu with items: "ABOUT US", "HOW WE SERVE", "SCHOLARSHIPS", "GET INVOLVED", "EVENTS", and "GIVE". A search bar is located in the top right. A prominent red error message states: "Sorry, this form is not open to new submissions." Below this message, a note specifies: "The 2023-2024 Awards deadline was 5:00 PM EDT on Saturday, June 1, 2024. Please contact programs@ALAforVeterans.org with any questions." On the right side, a yellow sidebar titled "Return to Program Awards Pages" contains a list of award categories: "Award FAQ", "Americanism Program Awards", "AEF Program Awards", "Children and Youth Program Awards", "Community Service Program Awards", "Education Program Awards", and "Historian Awards".



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Communication Pipeline





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Monthly Bulletins



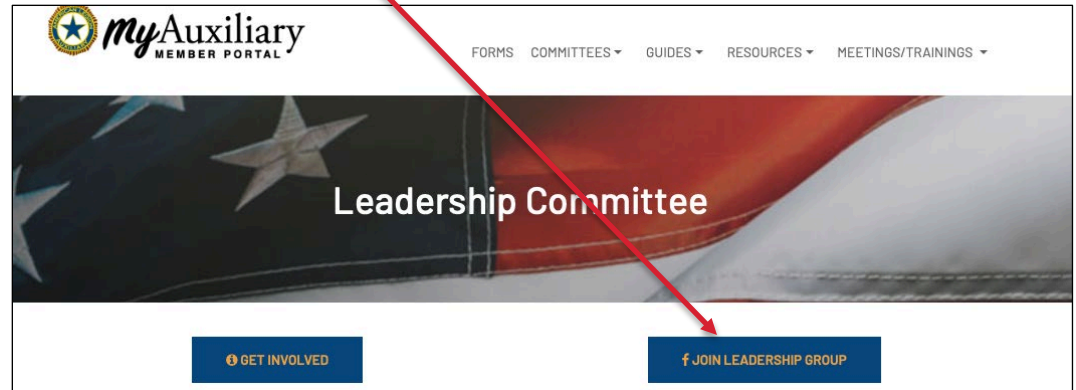
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Quarterly Committee Zooms



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Committee Facebook Groups





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