

**LEADERSHIP
PLAN OF WORK
2016-2017**

Chairman: Joyce Flanders, 95 Davis Village Road, New Ipswich, NH 03071 – 554-6114

The Leadership Program raises awareness of leadership development opportunities. Not all leaders have titles.

Build leadership skills by volunteering to chair a short term project –

Pick something that really interests you

Work with a mentor (someone that had done it successfully before)

Enhance knowledge of ALA history, programs, and the organization –

Attend District and Department meetings

Ask questions

Attend Mission Training

Initiate new members

Use ALA reference documents and materials –

Ask questions about programs or terminology you don't fully understand

Review Unit Guide Book

Review Constitution and Bylaws

Start a mentoring program –

Encourage positive, experienced members to train and guide new members

Ask new/younger members to serve as leaders

Nuture a Culture of Good Will –

Consider your behavior – set an example

Expect the best of members

Demonstrate respect for the opinions of others

When you disagree, extend the olive branch of friendship

Speak privately with other member directly – DO NOT involve others

Be open rather than critical

Be confident

Act professionally

LISTEN

Say Thank You

MISSION TRAINING:

Mission Training Conferences and the National Junior Meetings are being offered in six locations this year:

October 15, 2016 – Columbus, Ohio

October 29, 2016 – Hartford, Connecticut

October 29, 2016 – Spokane, Washington

November 5, 2016 – Minneapolis, Minnesota

January 14, 2017 – Atlanta, Georgia

January 28, 2017 – Las Vegas, Nevada

These meetings are running together at each location in the hopes that Junior members can attend with their Senior members. (The Junior meetings are taking the place of the National Junior Convention – There is a meeting in each region)

At the Senior meetings you will learn about the ALA programs, in detail and get ideas to take back to your Unit/Department.

If you would like to register for one of the Conferences go online to: [ALAforVeterans.org](http://www.cvent.com/d/glxDG02mBBUKTWPNa62qzuQ/y8gp/P1/5S?) or go directly to registration at

<http://www.cvent.com/d/glxDG02mBBUKTWPNa62qzuQ/y8gp/P1/5S?>

District Leadership Class –

You don't have attend the Leadership Class that is held in your District. Your District will get credit towards the Nichols Trophy for any of the classes you might attend.

To date a few of the District Directors have scheduled their District Leadership Class:

District 3 - September 10, 2016 @ Post 51, Epping (232 Calef Hwy) Coffee @ 9 am

District 4 – October 8, 2016 @ Post 37, Hooksett (5 Riverside St) Coffee @ 9:30 am

District 7 – November 5, 2016 @ St. Mark's (Highland St.) Coffee @ 9 –Bring your lunch

District 8 – November 19, 2016 @ Post 82, Gorham (6 Androscoggin St.) Coffee at 9:30 - \$5 donation for lunch

Please watch the bulletin for the Districts that haven't been scheduled as yet.

NATIONAL AWARDS:

Each award entry must include a cover sheet, found at the end of this program Plan. Please be sure to make arrangements for the return of materials in advance. **Narratives for awards are separate from narratives for mid-year and year-end reporting; both must be identified when submitted.

Unit Award: Leadership Training Award Award type: Citation: one in each division (5)

Presented to: One unit Leadership chairman who best demonstrates innovative methods to help members develop the leader within.

Materials and guidelines:

- Narrative not to exceed 1,000 words.
- Pictures and examples are encouraged.
- Types of training provided.
- Number of members attending leadership skills workshops/trainings.
- Attach an award cover sheet, including the name of the award, as well as the name and contact information for the department and unit Leadership chairman.

Send entries to the department Leadership chairman by May 1, 2017.

DEPARTMENT AWARD:

NICHOLS TROPHY – To the District who has the highest percentage of Units attending a Leadership Awareness Course.

ADDITIONAL RESOURCES YOU CAN USE

1. www.ALAforVeterans.org:
 - a. ALA Senior Basics Course: A Course on our History and Legacy
 - b. Junior Leadership Course: “The ALA: My Organization and What I Need to Know to Grow as a Member”
 - c. PowerPoint: “Officer Duties and Responsibilities”
 - d. How to sheets
 - e. Unit Guide Book
 - f. National Constitution & Bylaws
 - g. New Member Packet, refer to Membership Programs Action Plan How To sheets
 - h. Members Only section - filled with valuable information for all members: Membership and new members suggestions and sample information; Member resources and Benefits; Department and Unit Resources for Support Tools
2. Robert’s Rules of Order
3. Basic Parliamentary Procedure
4. Your national committee members (see front page of this program Plan)
5. American Legion Flag & Emblem Sales: 1-888-4LEGION, emblem.legion.org P.O. Box 36460, Indianapolis, IN 46236-0460