

PRESIDENT'S GUIDE

2016-2017

CONGRATULATIONS ON BECOMING A UNIT OR DISTRICT PRESIDENT THIS YEAR. You have been chosen to represent either your Unit or your District. Your members have the confidence and faith in you to lead your Unit \District this year. Please represent them well. Our National President this year is Mary Davis from the state of Washington and her theme is ALA Member Pride and Praising Members. Our theme this year is "Hats off to our Veterans".

Your duties are explained in the unit guide (handbook). Make sure to read them and understand them. Your job is more than presiding over meetings, appointing chairman and committee members or the person sitting at the head table. You should have a current copy of Robert's Rules of Order newly revised, Bylaws AND Standing Rules for your Unit, District as well as Department and National. If you have questions most of the answers are in those documents.

You are the American Legion Auxiliary representative in your community, your Unit and your District. What you do or say determines the success of your unit or District. What we do as members is how the community, members and our youth see us so as a member of the American Legion Auxiliary we have to think about this (branding) Represent our good name with confidence and "MEMBER PRIDE". Remember you are a part of the world's largest women's patriotic organization.

Make sure you have an agenda for your meetings. Start all meetings on time. A meeting should not run so long that the members lose interest. It is your job to make sure meetings run smoothly as possible.

As President you will take no sides in any discussion; you also have no opinion on any matter. You will have to remain neutral when given the information to your members at your meetings. Anyone wishing to speak should be acknowledged by the chair (President) and those who have not spoken should be given a chance to speak if wanted, and before someone speaks a second time on the matter at hand.

If problems do arise in your unit, follow the chain of command. If the problem is between members, find out why and do your best to resolve the situation. You are the leader and they know that you are able to handle the situation. If the Unit cannot resolve the problem, then contact your District. Your District should have people to assist you and should be able to help. If the District cannot resolve the problem, then they contact Department. If a problem arises on a District level, try to resolve it. Only you should be the one to contact Department to help with any problem that District cannot solve. Department does not need several members calling to complain about the same issues. Please do not contact National!! Only Department will contact National. If Department cannot solve the problem, they will contact National and get back to you as soon as possible.

As president you are responsible for handing out the guides to your members. Please read them and go over them with anyone who needs help with them. You are responsible for the completion of the annual reports in you Unit/District. Be sure to distribute them to the proper committee chairman for completion. If you do not have a chairman for a specific committee then as President, it is your job to see that the report is filled out correctly.

As President you will be receiving information every month in the Unit mailing. Check out our web-site, use Facebook, e-mail, and the Auxiliaries or snail mail to keep in contact with your members. Please pass on any and all information you receive on to you members. I know that each of you will do a great job as President. This year I am hoping that we can become stronger in membership, leadership and that we will have fun working our programs for our veterans and their families. Please always be humble and kind.