

**AMERICAN LEGION AUXILIARY
DEPARTMENT OF MICHIGAN
2017 – 2018 PLAN OF ACTION**

PRESIDENT

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Congratulations on your election to the office of President for either your Unit or District. Your members have shown that they have confidence in your ability to lead them this year. Please represent them well.

Our National President this year is Diane Duscheck from Wisconsin. From the President: "There's an old great proverb that says, 'Society grows great when old men plant trees whose shade they know they shall never sit in.' ... Areas of emphasis this year will be projects where we plant seeds to make a difference in the Auxiliary both today and in the future. The first is the [ALA 5-Year] Centennial Strategic Plan and the second is the ALA Foundation Endowment Fund," Duscheck said. Reflecting on the Foundation's 10 year anniversary, she added, "We have seeds to sow and trees to plant so the Endowment [Fund] can be a healthy fund that will provide support and mission outreach so that the future generations in the Auxiliary will be able to sit in the shade of trees and reflect on the insight of the women who started the Foundation in 2007."

Michigan's theme for this year is "Dolls and Bears Together for Our Veterans. " Throughout the year you will see the entire American Legion Family working together for our Veterans, as well as their families.

Your duties are explained in the unit guide (handbook) and include much more than presiding over meetings, appointing chairmen and committee members, or just being the person sitting at the head table. You should have a current copy of Robert's Rules of Order newly revised, as well as copies of the bylaws and standing rules for your Unit, District, as well as Department and National. If you have questions you will find many of the answers in these documents.

You are the American Legion Auxiliary representative in your community. What you do or say determines the success of your Unit or District. What we do as members is how the community, potential members, and our youth see us so we have to be careful with how we use the branding of the organization. Represent our name with confidence and "Member Pride".

Always be sure to have an agenda for your meetings and start on time. A meeting should not run so long that the members lose interest. It is your job to be sure meetings run as smoothly as possible.

As President you should always stay neutral. When passing information to your members, do so in a manner that does not give an indication on how they should vote on the topic. Anyone wishing to speak should be acknowledged by the chair (President) and those that have not spoken should be given a chance to before someone speaks for a second time on the topic.

If problems arise, follow the chain of command. If it is between members, 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, contact the District. They should be able to assist in resolution of the problem. If the District cannot resolve the situation, THEY should contact the Department, not the Unit. If a problem arises on the District level, try to resolve it. Department should be contacted only by the District, and only if the problem cannot be resolved in any other manner. Please do not contact National. This will be done by Department if necessary.

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

As President it is also your responsibility to be sure that documents in the monthly Unit Mailing are handled at your meetings. If you are not the member receiving them you can find them on the web-site. There are also many ways to keep in touch with your members, as well as keeping up with what is going on within the organization.

I know that each of you will do a wonderful job as President. Always remember to treat your members with respect and kindness. If there is ever anything I can do to assist you, please let me know.