



Pod—Organizational Support

- Audit Committee
- Constitution & Bylaws
- Parliamentarian (How To sheets only; no Plan of Action)
- National Finance
- Cavalcade of Memories
- Past Presidents Parley
- National Historian

Past Presidents Parley

2011-2012 American Legion Auxiliary Plan of Action

Purpose: To continue in the active service of the Auxiliary women who have served as Unit, Department or National Presidents to ensure a strong leadership future for the organization.

Committee Contact Information

pastpresidentsparley@ALAforVeterans.org



National Chairman

Name: JoAnn Cronin, Past National President (2006-2007)
Department of Missouri
636-467-2948
croninjo@aol.com

National Vice Chairman

Name: Barbara Kranig, Past National President (1997-1998)
Department of Wisconsin
715-344-8764
barbiesdolls@sbcglobal.net

Committee Member

Name: Katherine Morris, Past National President (2003-2004)
Department of Texas
713-649-3370
jokamorris@aol.com

National Headquarters Contact (Staff Liaison)

Tamara Shumate
8945 N. Meridian Street
Indianapolis, IN 46260
Phone: (317) 569-4500
E-Mail: tshumate@ ALAforVeterans.org

For examples on how to implement each objective in this Plan,
refer to the *How To* component at the end of this section.

Past Presidents Parley

Programs/Activities:

Active service by Past Presidents: All Past Presidents at all levels are encouraged to continue their support to the organization by accepting responsibility that the knowledge and wisdom as a past leader can make a difference in the developing and mentoring the life of one member. As past leaders, we can join the group as ambassadors for the organization knowing there is much information to share to make each level of the organization stronger and maintain its growth with positive actions. Committee contact: JoAnn Cronin.

Unit Member of the Year: To recognize the contributions made by a valued Unit member. Select one member to compete for Department recognition by researching the criteria within your Department and making a nomination, and honor her within the Unit. Also honor member for significant contributions made to her Unit. Encourage other Units to participate. All Unit Members of the Year are recognized at National Convention. Committee contact: Barbara Kranig.

Nursing Scholarships: Assist deserving students who are pursuing an education in the nursing field. Undertake fundraising efforts to provide scholarship benefits to individuals entering or attending nursing training. Develop resources to provide financial aid information for nursing students.

Honoring Servicewomen: The Past Presidents Parley will continue to recognize the military service of active duty personnel representing each branch of service at the National convention. Committee contact: Katherine Morris.

Past Presidents Parley Awards

Rules for honoring a Unit Member of the Year who provided outstanding service to our organization:

1. Only Senior members in good standing are eligible.
2. Current membership dues must be paid.
3. The member cannot have obtained an elected or appointed leadership role higher than Unit President.
4. Selection is based on accomplishments, activities, etc. for the current administrative year.
5. Years of membership are not a part of the criteria; the nominee may be a new member.
6. Each Department may submit only one entry.
7. The Unit must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address. The Unit President and Secretary must sign the entry form unless the nominee is one of them, in which case a Past Unit President must sign the entry form.
8. All entries must be postmarked by June 1, 2012, and sent to Katherine Morris.

Rules for honoring Active Duty Servicewomen:

1. Nominees should be in active duty and willing to attend National Convention, if possible.
2. A brief narrative of their military service should be included with the entry form.
3. A narrative by the nominee, not to exceed 750 words, regarding "Why I Support Women's Role in Today's Armed Forces."

For examples on how to implement each objective in this Plan, refer to the *How To* component at the end of this section.



Committee:

Past Presidents Parley

Submitted by:

JoAnn Cronin, Past National President (2006-2007) and National Past Presidents Parley Chairman

Contact Information for Questions:

croninjo@aol.com

Objective:

Establishing a Past Presidents Parley in your Department.

Step-by-Step Instructions:

- Active service by Past Presidents: All Presidents at all levels are encouraged to continue their support to the organization by accepting the responsibility that the knowledge and wisdom as a past leader can make a difference in the developing and mentoring the life of one member. As past leaders, we can join the group as ambassadors for the organization knowing there is much information to share to make each level of the organization stronger and maintain its growth with positive actions.
- Departments are encouraged to establish--at all levels--Past Presidents Parley groups. These groups can play an important part in the mentoring and recruiting of new members, as well as supporting our programs.
- Department Presidents may form a parley that would include all Past Department Presidents. Many times, this group meets during Department meetings for a luncheon and gathers to catch up on what everyone is doing. These groups are encouraged to select a mission-outreach project of interest and support the program with time and/or financial contributions.
 - They should make themselves available to current officers as well as those members considering running for office. They should be there to guide them and give constructive feedback on the questions asked of them.
- Parleys may be formed at all levels. If you have a small Department or Unit, you may want to combine all levels into one and meet as a Department.
 - Strength in numbers!



Committee:

Past Presidents Parley

Submitted by:

JoAnn Cronin, Past National President (2006-2007) and National Past Presidents Parley Chairman

Contact Information for Questions:

croninjo@aol.com or 314-560-3923

Objective:

Mentoring a new member.

Step-by-Step Instructions:

- Introduce yourself to the new member and welcome her to your meeting.
- Introduce her to the President as well as other members in attendance. Ask the new member to share a little about herself. If the number of attendees is small, then have each member introduce and share information about herself.
- As each program is reported on, ask the Chairman to explain the purpose of the program and how the Unit supports it. Estimate your new member's capability; if you feel she is ready to participate, ask her if any of the programs interest her. If so, let her know that you will be there to mentor her. As she is working on her program, be there to answer her questions and praise her for her support.
- If she is not ready to join, then ask her what questions she has and provide answers to her. Invite her to your next meeting. If there are any activities between meeting, be sure she gets an invitation to those activities.
- Have a positive attitude and avoid any controversy in your meeting.
- A prospective member is more likely to join if she feels she is joining an organization that's fun and works for its community.
- Continue to be there for her until you feel she is comfortable with what she's doing.



Committee:

Past Presidents Parley

Submitted by:

JoAnn Cronin, Past National President (2006-2007) and National Past Presidents Parley Chairman

Contact Information for Questions:

croninjo@aol.com or 314-560-3923

Objective:

Hosting a national-level visitor to your Department.

Step-by-Step Instructions:

- Identify a committee that will be responsible for all activities during the visit. This committee should be familiar with the area as well as represent your organization in a professional manner. Let them know what the dress code is for the visit. Have them come up with a plan as to who is responsible for what. Is the guest driving or flying into the area? Who will pick her up at the airport if she is flying? What is the scheduled time of arrival? Make sure that if you are picking your guest up from the airport that you have a vehicle large enough to hold luggage. Many times, these guests have been traveling for several days and have several suitcases.
- Make sure all pre-visit forms are filled out completely and correctly. The national president's form requests detailed information regarding events, speaking obligations, appropriate attire, etc. Visitors should be informed of any changes made to the information submitted on the pre-visit forms.
- The national-level visit begins at the airport. Be on time to pick up guests. Usually you can meet them at the luggage area or as they come out of the gate.
- When you arrive back at where your guest will be staying, help her with her luggage. It is a good idea to pick up the key to your guest's room before you pick her up; when you get back, your guest can go directly to her room. Allow the guest some time to unpack and relax at the hotel before the first event.
- If your guest is the national president, ensure that she has an escort at all times.
- When introducing a national officer (usually the department president will introduce the national president), she should be introduced first. When addressing an audience, she should speak last. In a processional, the national president would be the last to be introduced and the last to be seated or step onto the platform.
- Facilitating a reception or social is an effective way of enabling the national-level visitor to meet as many members as possible.
- A gift list of items given to the visitor is always appreciated. Send one list with the gifts mailed to the visitor's home and send a copy to National Headquarters.
- Prior to the day of departure, ask the visitor what time she would like you to get her to the airport. Many guests prefer to be checked in and waiting at their departure gate one hour prior to boarding the plane. Please plan departure day events accordingly.



Pod: Organizational Support

Committees included: Audit Committee, Constitution & Bylaws, Finance, Cavalcade of Memories, Past Presidents Parley, American Legion Auxiliary Foundation, Parliamentarian

Submitted by:

JoAnn Cronin, Nicole Clapp, Sharon Conatser

Contact Information for Questions:

JoAnn Cronin: croninjo@aol.com or 314-560-3923

Nicole Clapp: nclapp@grantregional.com or 608-778-0244

Sharon Conatser: sconatser44@live.com or 217-359-4211; cell 217-369-6211

Virginia Hobbs: hobbsvm@insightbb.com or 270-351-7327

Terry Porter: tporter21@juno.com or 970-242-5549

Elizabeth "Lib" Stewart: lib.kmherald@gmail.com or 704-739-2869

Objective:

Build and foster relationships with The American Legion Family - TAL, SAL, ALA, Riders

Step-by-Step Instructions:

- Contact the leaders of The American Legion Family in the community where you are located.
- Invite them to a meeting, and ask them bring their ideas and vision for their TAL Family.
- Outline objectives.
- Arrange for refreshments and meeting space.
- Provide round tables with chairs for easy communication.
- Assign seating so that representatives from each part of TAL Family are at each table.
- Have flip charts and markers available for each table to document ideas.
- Assign a spokesperson for each table.
- Each table should conduct a SWOT analysis, which entails identifying your internal strengths and weaknesses and your external opportunities and threats.
- The spokesperson at each table will share the findings of their group with the entire audience.
- After all findings are shared, the group as a whole will identify ways to take advantage of your strengths, improve upon your weaknesses, look for opportunities and decrease your external threats, which could result in utilizing the ALA membership calendar for program activities such as Americanism Month and Children & Youth Month.
- As an American Legion Family, we can build our internal relationships by planning activities to foster our relationship.
- On a quarterly basis, bring the committee back together to assess your progress.



Past Presidents Parley Committee Award Entry Form

UNIT MEMBER OF THE YEAR

A Unit Member of the Year from each Department will be recognized annually at the 2012 National Convention in Indianapolis.

Requirements:

- 1. Open to Senior members who are not in an elected or appointed leadership role higher than Unit President.***
- 2. Each Department may submit only one entry. Unit must submit a narrative of 1,000 words or less describing the nominee's accomplishments and activities together with the nominee's name and address.***

<i>Department:</i>	
<i>Dept's Past Presidents Parley Chair:</i>	
<i>Chairman's Address:</i>	
<i>Telephone Number:</i>	
<i>Nominee Name:</i>	
<i>Nominee Address:</i>	
<i>Unit Name and Number:</i>	

<i>Complete this form and mail to:</i>	<i>Past Presidents Parley National Committee Member Katherine Morris 7135 Kopman Drive Houston, TX 77061</i>
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Entry must be postmarked by June 1, 2012.



Past Presidents Parley Committee Award Entry Form

WAR ON TERRORISM – SALUTE TO AN ACTIVE-DUTY SERVICEWOMAN

One active-duty servicewoman from each branch of service will be afforded recognition at the 2012 National Convention in Indianapolis.

Requirements:

- 1. A narrative by nominee of not to exceed 750 words about “Why I Support Women’s Role in Today’s Armed Forces.”***
- 2. No pictures, scrapbooks, or folders are to be included.***

<i>Department:</i>	
<i>Dept’s Past Presidents Parley Chair:</i>	
<i>Chairman’s Address:</i>	
<i>Telephone Number:</i>	
<i>Nominee Name:</i>	
<i>Nominee Address:</i>	
<i>Branch of Military Service:</i>	
<i>Date of Enlistment:</i>	
<i>Unit Name and Number:</i>	

<i>Complete this form and mail to:</i>	<i>Past Presidents Parley National Vice Chairman Barbara Kranig 3317 Algoma St. Stevens Point, WI 54481</i>
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Entry must be postmarked by June 1, 2012.