



American Legion Auxiliary Department of Georgia ANNUAL REPORT: LEADERSHIP 2023-2024

Please Submit on or before midnight, May 1, 2024, to:

Cheryl Waybright ★ Call with questions: 404-625-6708

USPS: 1872 Tristan Drive SE ★ Smyrna, GA 30080

or Email to: CLWaybright@gmail.com

Please provide as much detail as possible on a separate page (document) using the following numbering/topic sequence. There is no word limit, so feel free to provide a comprehensive response. Mission Matters! AMP UP! Leadership

At the top of your report, ensure you include the following information:

- Unit: 1. Unit Name, Number, City and District Number.
2. Number of Members in the Unit
- Leadership: 3. President Name and Vice President/Leadership Chairperson Name
4. Vice President/Leadership Chairperson Email Address and phone number *(If the person completing this report is not the VP/Leadership Chairperson, please explain why.)*

Please answer all questions in narrative format – provide as much information as you wish. If the item is not applicable, simply state “Not applicable” for that number.

5. Prior to the 2023-2024 administrative year, did your unit have an active leadership training program? If yes, describe.
6. If applicable, what was done differently in 2023-2024 than in prior years?
7. Describe how your unit oriented/trained members into their new officer or committee chair positions – explaining roles, responsibilities, expectations? *Share how many unit members in new roles were trained, who conducted the training, etc. – provide as much detail as possible.*
8. Describe how your unit educated members (and how many) about the ALA mission and programs?
9. Were the Unit’s Constitution, Bylaws, and Standing Rules read and explained to all members?
10. Did the members utilize the National Member Impact Forms to report? _____
11. Did the unit submit the National Unit Impact Form to the District? _____
12. Did your unit or does your unit plan to submit a candidate for Unit Member of the Year? _____
13. **Unit Meetings:** Provide a summary description of your unit meetings. Example, did your unit conduct monthly meetings that included agendas circulated in advance, minutes shared appropriately following the meetings and were members encouraged to ask questions during meetings and if so, were they answered? Did the President properly conduct the meeting ensuring the minority is heard and the majority ruled on all decisions facing the unit? Was an annual plan and/or budget presented and utilized? How many unit members (and unit leaders) usually attend?
14. How many members completed the online Senior Auxiliary Basics Leadership Course? *(Found online at <https://member.legion-aux.org/member/committees/leadership>)* _____
15. How many members completed courses at the ALA Academy training? Please list the courses and how many members of the unit attended each. *(Found online at <https://member.legion-aux.org/member/online-training>)*
16. How many unit members attended the following?
 - Department Convention 2023 (June) _____
 - Department Fall Conference 2023 (October) _____
 - Department Spring Conference 2024 (March) _____
 - National Convention 2023 (August) _____
 - National Mission Training 2024: _____
(1st Quarter – list date and location) _____
17. How many unit members attended a 2023-2024 **Leadership Learning Lab**? *(List dates, locations and # of unit members at each.)*
18. How many unit members attended a 2023-2024 **Tune-In or Tune-UP Tuesday** zoom learning session? *(List dates and # of unit members at each.)*
19. If your District hosted a Leadership Learning opportunity, how many unit members attended *(list district and date)*?
20. How many unit members attended District meetings? *(List the meeting dates and # of unit members who attended each.)*
21. Did your unit incorporate training segments at monthly unit meetings? *If so, list dates, topic/s, and # of unit members in attendance at each.*
22. Did the unit do anything above and beyond the content listed above to enhance the leadership program? If so, please explain what was done and how many participated. Be thorough
23. Did the unit submit an annual Yearbook for 2023-2024?
24. There are a lot of questions on this report form as there is a lot that goes into leadership. Please provide feedback – was this report of value as an outline for planning your annual leadership program? Please also share suggestions for improving the department leadership program.

Please note, if you are submitting a narrative for any National, Department or Chairman Award you MUST follow all directions provided by National or Department and the entry must be received electronically on or before the due date. <https://member.legion-aux.org/member/awards/leadership-program-awards> or <https://www.aladeptga.com/forms-1>