

CONGRATULATIONS!! YOU'RE A NEW UNIT OFFICER &/OR COMMITTEE CHAIR!!

- 1) As an Officer or Chair, your attendance at all regular & called meetings of the Executive Committee is requested. As a courtesy, you should inform the President if you CAN NOT be at a meeting.
- 2) Check your Unit C&B to determine who are members of the Executive Committee & their rights.
- 3) Following installation & approval by the Executive Committee, send a List of Unit Officers & Chairs to the District President. Additionally, a copy of the Unit Budget, Audit Report, & tentative dates for any special meetings or local events, extending the invitation for District presence.
- 4) It is your responsibility to see that all notebooks, handbooks, & records for your position are maintained in good order, updated, & passed on to your successor. A copy of the Unit Constitution & Bylaws shall remain a permanent part of the notebook.
- 5) Duties and expectations of your job can be found in the front of your notebook; Unit, District, & National Constitution & Bylaws; the Unit Guide Book of the American Legion Auxiliary; National Program Book; Policies & Procedures General Information; the monthly *Sunflowerette*; & both Department (www.kansasala.org) & National (www.ALAforVeterans.org) websites. Join social media – Facebook, Instagram – for current updates, events & communications. You will be notified of any additions or changes by the District President or your District or Department representative.
- 6) The ALA Code of Conduct describes the principles of good behavior expected of all members during volunteer service. Continue to grow in experience & knowledge by promoting & attending workshops & events with other Unit members &/or in other area Units, District, or Department. If the opportunity presents itself, do something special during the year or for convention, to highlight your program area. Encourage members to showcase their talents: Poppy Hat; Poppy Display; Poppy Posters; Chaplain Prayer Book; History; Scrapbooks; Pressbook; and/or promote Scholarships; Oratorical Contest; Girls State; Boys State; & Cadet Law through local area schools. Have FUN! Be part of the team & serve as a liaison between the Unit, District & Department to make your Unit the BEST IN THE DEPARTMENT OF KANSAS!
- 7) Download & edit current program report forms from Department website. Take pride in your accomplishments & highlight your successes. Deadline to submit program report (covering Convention to Convention) to District Chair is March 1, so District Chair report can be included in Book of Reports and forwarded to Department Chair.
- 8) Check the website for program resources & forms for certificates available for the use of officers & chairs to make awards & thank members &/or supporters. They may also be purchased from Department or National for a fee.
- 9) CIP = Communication Improvement Plan – For more effective timely information, please see that your contact information is correct in ALAMIS and at Department Headquarters.
- 10) Units wishing to submit articles/events to be included in an email/mailling from the District shall submit to the District President prior to the 1st of each month. The deadline for articles to be included in Departments *Sunflowerette* newsletter must be sent by the 15th of the prior month.
- 11) As a member of the Executive Committee, use the Healthy Unit Checklist to guarantee success, & keep your eyes open and encourage, identify, & endorse qualified members for local, district or department offices.
- 12) As a Unit member, you'll have a ready-made support system & many hands-on opportunities to serve in ways that truly make a difference. Get excited & share your talent.
- 13) Last, always be prepared to mentor and help when needed. We support and promote many worthwhile programs, but these programs can not continue to prosper in the community if we do not have members to support them. Our mission is to keep Units operating at maximum efficiency so that we can deliver the program to a growing membership, combating the obstacles of advanced age and fewer workers due to women in the workforce and many members who no longer live in their sponsoring Unit's town. [CONGRATULATIONS & THANK YOU FOR SERVING!!](#)