



American Legion Auxiliary

Department of Minnesota
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LEADERSHIP

September/October 2018

Welcome to the new Auxiliary year! This is an exciting time for Units to start planning their special activities and programs for the year. Hopefully you have your elected officers in place and they are ready to go. Below is a checklist for the Unit President, Secretary and Treasurer to ensure the success of your Unit operation.

UNIT PRESIDENT

The Unit President assumes special responsibilities for her Unit. She represents the Auxiliary in her community. The success or failure of the Unit depends largely upon her leadership as it is up to the president to develop cooperation in her Unit.

Getting Started

1. Appoint the Unit Secretary, Chaplain, Historian and Chairmen of your Unit program committees. Bring these appointments to the Executive Committee for approval.
2. Mail an Officers list to Department Office and the District President.
3. Have a planning meeting with members or Executive Committee and/or Unit Chairmen to set goals for the coming year.
4. Set up a budget meeting with the Finance Committee to work out a budget for the fiscal year income and expenses.

Planning Each Meeting

1. Remember good meetings do not just happen – they are planned to happen. Review previous minutes for items that would need action at your upcoming meetings (items that were tabled, referred to a committee or subjects/committees that further information was requested).
2. Read and re-read the Unit Constitution and Standing Rules (Any actions specified to take place at your next meeting, be prepared to handle all items required – refer to Robert’s Rules or contact previous past presidents for advice. Find out what needs to be done and be prepared to do it. Avoid asking questions during the meeting. It indicates to members you are unprepared and drags out the meeting).
3. Contact your Committee Chairmen to see if they have items to bring up (not every committee has to report at every meeting).
4. The agenda will keep you organized.
5. Budget your time. Keep the meeting moving. Stick to business at hand. Do not let members get side-tracked.

Prepare an Agenda.

An agenda is your “meeting map” and should keep you on the right path to ensure your arrival at your goal without being sidetracked or lost.

UNIT SECRETARY

The secretary is appointed by the president with approval of the Executive Committee and shall be an ex-officio member of the Executive Committee without vote (according to the Unit Constitution to be used by units in the Department of Minnesota). Article V, Section 5.

The duties of the secretary are administrative and she occupies a pivotal position around which all the activities of the unit revolve. She should be efficient and well informed on all phases of the Unit, Department and National activities and requirements and be capable of giving authentic information of organization matters.

A secretary's duties include the following:

1. Record the action of the Unit through minutes.
2. Calls roll when necessary.
3. Keeps Unit Constitution, Unit Standing Rules, membership roster and committee list available.
4. Keeps files for reference.
5. Keeps neat and careful records of all business transactions at meetings of unit and executive committee.
6. The secretary, in absence of the president and vice presidents, calls the meeting to order and entertains a motion for a temporary chairman.
7. Conducts the general correspondence of the Unit.

Knowledge:

1. Be familiar with unit standing rules and with the unit budget.
2. Have some knowledge of meeting procedure and how to make a motion.
3. Know how to record minutes properly.
4. Know where to find past motions, if asked to research them.
5. Minutes contain a record of what was done at a meeting, not what was said by the members.

UNIT TREASURER

The Unit Treasurer is elected by the membership. She is a member of the Executive Committee She should handle all unit funds, collect dues from the membership chairman and make remittance of dues and special funds to the Department Office. Her responsibility is to be certain spending stays within the adopted budget.

By provision of the National Constitution, Bylaws and Standing Rules, Unit and Department officers having custody or organization funds shall be bonded. A blanket position bond is maintained by the National Organization whereby all Units and Department members are bonded automatically. (Units will be billed by Department when payment is due. Payment is due every three years).

Duties:

1. Obtain and maintain checking account and/or savings account.
2. Make deposit of unit moneys.
3. Pay unit bills.
4. Prepare a financial report as set forth in the Unit Standing Rules (monthly, quarterly, etc.). The financial report is presented at a unit meeting and placed on file for audit by the auditing committee.
5. Reconcile bank statements monthly and keep ledger of unit receipts and disbursements

Knowledge:

1. Know how to maintain a checkbook and be familiar with organizing a ledger sheet.
2. Know how to prepare a financial statement or be capable of learning procedure.
3. Be familiar with a budget and how to balance a budget.

Can your Unit can check off everything on these lists? If so, that's terrific. If you can't, not to worry – work on them one at a time – don't be afraid of moving slow – be afraid of standing still! Accept the challenges so that you may feel the exhilaration of victory!

Dee Dee Buckley
Department Leadership Chairman

“Leaders are like eagles, they don't flock, you find them one at a time”