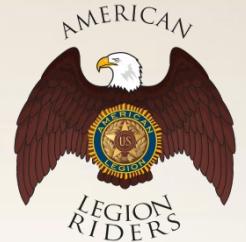


# AMERICAN LEGION RIDERS

## LEADERSHIP TRAINING

Joe Maltese



# The Purpose of this Class

- Define Leadership and its Importance
- Discover the Qualities of a Great Leader
- Prepare participants for ALR Leadership
- Review The Structure of Leadership in Dept of Florida ALR



# WHAT IS LEADRSHIP?

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Let's see.....



# WHAT IS LEADERSHIP?

- Leadership refers to **action** by an individual or team of individuals.
- The action of directing a group of people or an organization toward a clearly defined goal (mission) or result.
- Leadership is a process whereby an individual, or a team of individuals, influences a group of individuals to achieve a common goal.
- Leaders are agents of **change**: Persons whose acts affect other people's acts.
- **Managers** need to plan, measure, monitor, coordinate, solve. Are managers leaders? Maybe...



# Why is Leadership Important?

- “We don’t know where we’re going, but we’re making good time.” *Yogi Berra*



# Why is Leadership Important?

- Leadership is necessary to **establish the ultimate goal (mission)** or desired result.
- Leadership keeps the organization or team **focused** on the goal.
- Leadership assures that all actions are **related to the goal** and are moving the group forward toward the goal.
- Leadership imparts the **vision** – What is the ultimate gain of accomplishing the goal?
- Leadership keeps the **vision top-of-mind** within the organization or team.



# Qualities of Leaders

- Able to communicate clearly
- Becomes a student of the organization and its policies and functions
- Has the skill and patience to identify excellent managers in the organization
- Humility - Is humble (Understands that there are specialists that will be superior to the leader in their knowledge of their specialty)
- Enthusiastic about the goal or end result of the process
- Exemplifies the qualities expected of the team members



# Qualities of Leaders Con't...

- Leaders learn:
- *“Leadership and Learning are indispensable to each other.”* – John F. Kennedy
- Aside from being a student of the Legion, leaders must continue to learn about themselves and their charges and continually work to improve both. But how??
  - Read the latest leadership insights
  - Form peer learning groups with other leaders
  - Commit to continuous improvement and reflection



# Leaders: A Higher Standard

- “Surround yourself with the best people you can find, delegate authority, and don’t interfere as long as the policy you’ve decided upon is being carried out” - Ronald Reagan
- “...Ultimately, leadership within the American Legion is not about authority but about service. Holding oneself to a higher standard means leading by example, demonstrating respect, compassion, and a steadfast commitment to the ideals of the Legion. In doing so, leaders preserve the honor of the organization and ensure its continued strength for generations to come.” - Bob Matheson, 1<sup>st</sup> Vice, Dept. of Florida

# Remember:

The very best leaders always continue learning and honing their leadership skills by reflecting on their leadership experiences, learning from mistakes, and continuously refining their skills. *Niagara Institute*



# Leaders in The American Legion & American Legion Riders

**JESSICA MOORE, DEPARTMENT COMMANDER**

**JIM WINELAND, ALR CHAIR**



# THE POST COMMANDER

- Establishes goals/direction/culture
- Creates vision and keeps everyone focused
- Provides **Inspiration** (Key)
- Supervises (Leads) Officers
- May Appoint Committees (Officers)
- Controls Agenda
- Conducts Meetings



# THE POST COMMANDER

- **Inspiration:** How do we inspire?
  - Instill pride of belonging to your post
  - Create optimism for the goals of the post
  - Establish a comfortable, respectful, & inclusive environment
  - Foster honesty and transparency throughout the post and its members – No drama or gossip
  - Demonstrate a “Never give up” attitude
  - Show appreciation always



# POST COMMANDER

- **The “We’re in this Together” Commander**

- Knows how to conduct meetings
- Uses an agenda
- Guides his/her officers and committee chairs
- **Trains his/her replacement** ← ← ←
- Participates in community and civic functions
- Ensures Legion programs are implemented





# Structure of Florida ALR Leadership

Responsibilities and Job Descriptions of Various Positions



# DEPARTMENT CHAIR

- a. Charged with the overall **supervision of the Committee and the American Legion Riders program in the Department of Florida**, reporting directly to the Department Commander and the Department Executive Committee.
- b. Sets the **agenda for three scheduled meetings** of the Committee.
- c. Monitors to ensure all Areas, District, and Chapters are following the rules and procedures as set forth by the Department.
- d. Monitors to ensure all **functions** participated in by the ALR Chapters are **within the guidelines set forth by the Department of Florida and the National Organization**.
- e. Monitors to ensure that the good name of The American Legion is not tarnished in any way by actions of American Legion Riders or Legion Rider Chapters that could be perceived as detrimental to our image in our community.
- f. Monitors to ensure the motto **"Legion Family First, Rider Second"** is instilled in every Chapter.
- g. Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted promptly.



# AREA CHAIR

- a. Shall assume the duties of the ALR Chair in their absence at the instruction of the Department Commander or Department Executive Committee.
- b. Shall make reports to the ALR Chairman before the Department Convention, Fall Conference, and ALR Summit. Reports should cover all aspects of Chapter membership, recruitment, social events, mileage, hours and funds expended in support of community events and programs, training and any other information for the good of the American Legion Riders. Monitors to ensure all necessary reports to the Department Commander and Department Executive Committee are submitted promptly.
- c. Monitor to ensure all Chapters are following the rules and procedures as set forth by the Department of Florida.
- d. Responsible for ensuring the administration, operation, safety of the Chapters and following guidelines set forth by the Department of Florida and the National Organization in their area.
- e. Visit ALR Chapters within their area regularly.
- f. Provide advice and assistance to Posts within their area that wish to start an ALR Chapter in conjunction with the Committee's New Chapter Development Officer.
- g. Represents Chapters within their Area at all Committee meetings.



# DISTRICT CHAIR

- a. Makes reports to the Area Chair before the Fall Conference, ALR Summit, and the Department Convention. Reports cover all aspects of Chapter membership, recruitment, social events, mileage, hours and funds expended in support of community events and programs, training and any other Information for the good of The American Legion.
- b. Monitors to ensure all Chapters are following the rules and procedures as set forth by the Department of Florida.
- c. Ensure the administration, operation, and safety of the Chapters in their areas and following guidelines set forth by the Department of Florida and The National Organization
- d. **Visit Chapters within their District regularly.**
- e. Provide advice and assistance to Posts within their District that wish to start an ALR Chapter in conjunction with the Committee's New Chapter Development Officer.
- f. Represent Chapters within their District at all Committee meetings.



# CHAPTER DIRECTOR

- a. Serves as Chief Administrative Officer of the Chapter and presides over all meetings.
- b. Serves as liaison to the Executive Committee of sponsoring Post.
- c. Supervises all affairs of the Chapter.
- d. Coordinates with other ALR Officers at the Chapter, District, Area, and Department levels.
- e. Submits reports as required by the sponsoring Post, District, and Department.



# CHAPTER DIRECTOR

- Create the vision for the chapter
  - Example: Friendliest chapter, most involved chapter, safest chapter, etc.
- Assure communications among all officers
  - Road Captain, Safety Officers, Problem resolution “the buck stops here”
- Coordinate events with the District
- Disseminate information from the District
- Represent the Chapter to the Post, Community, District
- Help the Chapter grow
- CREATE FUN! Meetings are for the Chapter, not the Director
- Encourage/thank/reward



# Setting up your ALR Leadership

- **The Director:**
- As the Director, you are responsible for knowing and understanding the mission
- You are responsible for assuring the Leadership team understands the mission.
- And...shaping how your chapter leadership and members will function while accomplishing the mission.

# Setting up your ALR Leadership

- **Assistant Director**
- Function as the manager
- Coordinate Committees
- Presents a united front with the Director and other members of the Leadership team.
- Functions in the capacity of Director in the Director's absence.

# Setting up your ALR Leadership

- **Adjutant**
- Create and post meeting minutes for the chapter
- Receive and disseminate correspondence to the chapter
- Work with the Director to create the meeting agendas
- Keep the chapter calendar up to date
- Assure chapter members are up to date and in good standing with their primary Legion Family organization
- Keep the meeting roles and assure quorum status
- Other duties as assigned by the Director (possible communications officer designee)

# Setting up your ALR Leadership

- **Chaplain**
- Provide spiritual leadership for the chapter – Lead prayers, conduct ceremonies, etc.
- Keep track of members of the chapter that are ill and support those members as necessary.
- Keep the chapter membership apprised of status of the ill, injured or hospitalized
- Visit sick and injured members if appropriate

# Setting up your ALR Leadership

- **Sergeant at Arms**
- Prepares the meeting room
- Assures meeting attendees sign in. Then handing the completed sign in log to the adjutant for the role.
- Introduces meeting guests
- Maintains order in the meeting
- Secures meeting room and prevents interruption during opening and closing ceremonies.
- Renders honors to POW/MIA empty chair

# Setting up your ALR Leadership

- **Road Captain**
- Leads rides
- Assures riders equipment is in safe operating order
- Assures riders are mentally and physically fit to ride
- Creates rides and accomplishes pre-ride
- Appoints assistants as needed

# Let's Review

## Leadership is defined as an ACTION

- The action of directing a group of people or an organization toward a clearly defined goal or result.
- Leadership is a process whereby an individual, or a team of individuals, influences a group of individuals to achieve a common goal.
- Leaders and Managers are not necessarily the same thing.
- A Leader must be able to recognize great managers and specialists and utilize their skills and talents and inspire their best use.
- Leaders manage expectations; Managers manage schedules & things.



# Let's Review

- Leadership is necessary to **identify** the **goal** or end result.
- The leader must then **keep** all stakeholders **focused** on the goal.
- The leader must **assure** all **actions** performed are **related** to the goal.
- The leader inspires passion necessary to overcome obstacles and reach the goals
- A leader has the **vision** a.k.a. the ultimate GAIN of accomplishing the goal.
- The leader keeps the Vision top-of-mind.



# Let's Review

- The Florida American Legion Riders has a hierarchy in which various leadership roles are accomplished. The **most important** of these leadership roles is **Chapter Director** since they interact directly with the Riders and provide all necessary communication to them.
- District Chairs help coordinate all the Chapters.
- The Area Chairs provide support to their Districts and may also serve in the absence of the Department Chair.
- The Department Chair represents the Riders to the Department Commander and Officers. He/She also supports the Areas and Districts.



# A SUCCESSFUL ORGANIZATION

- The difference between a successful organization and one that is not, can usually be attributed to leadership.
- Leadership in the ALR is a team endeavor with all Leadership Roles focused on the Mission
- Success in the organization is evident by the continual accomplishment of the mission.



# ARE YOU READY FOR A LEADERSHIP ROLE??

- Do you **WANT** to lead?
- Do you have a vision you can move people to adopt?
- Are you able to establish incremental and long-range goals?
- Are you a student of the organization?
- Do you appreciate your followers and know they each possess unique and valuable abilities and talents?
- Are you committed to devoting the required time and work to help your followers reach realize the vision by accomplishing the necessary goals?
- Will you work diligently to identify and encourage your successor?

**YOU ARE READY!!**



# QUESTIONS??





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