

1. The Department Leadership Chairman's expense allowance shall be as adopted in the annual budget. The Chairman shall submit an end of year statement of the expenses incurred and proposed recommendations affecting the programs budget for the next year to the Finance Committee by May 1.
2. The program shall be concerned with the training of all members and should be conducted at all levels (Unit, District, and Department).
3. Applications for Certified and Re-Certified Leadership Instructors and copies of Sign-in-Sheet are now located on the Department Website. (2009)
4. The Department Chairman shall conduct at least one workshop during the administrative year. The chairman shall work with instructors that workshops are held in areas where needed. (2013)
5. The program shall be concerned with the training of all members in the purpose of the Auxiliary, the basic requirements of our programs, an understanding of the Constitution and Bylaws, the rights of members, benefits available, basic protocol, and the importance of proper reporting. A copy of the Auxiliary history should be provided to each member in attendance.
6. Requirements for certification or re-certification of Certified Instructor:  
Attended and/or participated in a Leadership Workshop for a minimum of six (6) hours.
  - a. Certified Instructors must conduct or have participated in a workshop for a minimum of six (6) hours or three (3) 2 hour virtual sessions. (2021)
  - b. Proper forms must be completed by the applicant and recommendation made by the Certified Instructor.
  - c. New Certified Instructors need to provide the proof of completion of ALA Academy 101 with application. Renewed Instructors need to provide applications. Applications must be certified by the instructor of the session. Must be willing and qualified to initiate, prepare, and instruct a workshop using instructional tools. Instructors should facilitate if called upon to assist making the workshop informative as well as a true learning experience. Podium lecturing or reading of materials by instructors shall be discouraged. (2021)
  - d. After receipt of the application and \$1.00, the Department Chairman will complete the Blue Leadership Instructor card to include the 5-year term and forward it to the Department President for signature.
7. Each member attending a Department Leadership Workshop may be assessed a fee by the Department Chairman to defray the costs of booklets, packets and other materials. Fees collected will be noted on the Department Chairman's report to the Finance Chairman with a notation of costs incurred. (2013)

8. Department Chairman will complete the white attendance cards upon receipt from Instructors of the workshop sign in sheet and \$1.00 for each card. The cards will be mailed to the Instructors for distribution. Leadership pins, at current cost, are also available and can be ordered from National Emblem Sales by any attendee, but they do not indicate Instructor status. (2021)
9. Every member who attends a leadership Workshop is not automatically a qualified Instructor. Only those members who are willing and qualified to initiate, prepare, and instruct a workshop using instructional tools should be considered as instructors. Instructors should call upon facilitators to help assist, thereby making the workshop informative as well as a true learning experience. Podium lecturing or reading of materials by instructors shall be discouraged.
10. The current Department President shall automatically be issued a blue card for her year of service.
11. The Department Chairman shall be encouraged to hold or arrange for a Department Junior Leadership Workshop each year. She shall consider where the previous year's workshop was held and move to a location in another part of the state. (2008)
12. National ALA Academy now teaches members about our organization, history, basic protocol, and basic conduct or business. The American Legion Auxiliary is providing all members with the tools they need to help grow the organization as a team. The Academy courses are designed to help members learn online and at no cost to them.  
<https://alaacademy.alaforveterans.org/topclass/login.do>
13. The Department Chairman shall maintain a current list of names, **District, and Unit Information** of Certified Instructors and shall **be posted on the Department website.** (2024)
14. Mid-Year Report Forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by December 1st. District report forms are to be sent to the Department Chairman by December 15th. (2023)
15. End of Year report forms for all committee programs shall conform with standard time frames. Unit report forms are to be sent to the District Chairman by the second Friday in April. District report forms are to be sent to the Department Chairman by May 1<sup>st</sup> Department Chairmen reports are to be sent to their Division Chairman and the National Committee Chairman by May 15th. (2019)
16. Department Chairman will send out rules for the Unit Member of the Year competition. Entries will be submitted to the Department President for judging by the first Friday in May. The Department President shall notify the recipient that they have been chosen for Unit Member of the Year by letter and send a copy of the letter and nomination to the Department Chairman. The Department Chairman shall notify the National Chairman, National Secretary,

and Department Office prior to June 1. The recipient will be honored at an appropriate function during the Department Convention. The Department Chairman will send an invitation to the recipient for the event where the recipient will be honored and will notify their Unit and District President of the honor extended their member, as soon as possible. The Department Office will supply the recipient with housing forms and agenda for the National Convention where the recipient will be honored. The recipient will be given mileage for their attendance at the Department function where the recipient will be honored. The recipient shall be given a ribbon similar to Page's ribbon inscribed "California" and the year they were honored. This ribbon shall be given to the recipient whether or not they are able to attend the Department function. (2022)

17. The corsage/**boutonniere** and Past President's Parley luncheon ticket for the Auxiliary Member of the Year, who attends the luncheon, will be paid out of the Convention Expense. **(2024)**