

AMERICAN LEGION AUXILIARY, DEPARTMENT OF NEW YORK

Department Certified Leadership Instructor Qualifications and Requirements

1. The candidate must have served as County and/or District President.
2. The candidate must have completed the American Legion Auxiliary Leadership Correspondence Course and the American Legion Extension Institute with passing grades.
3. The candidate must have attended a minimum of three (3) Department Leadership Workshops.
4. The candidate must submit a resume with proof of requirements through her Unit to the County Leadership Chairman. The candidate must also submit a statement indicating why she wants to be certified and confirming that she will participate in future leadership meetings and activities.
5. The County Leadership Chairman and/or the County President must review the application, sign it, and forward it to the Department Leadership Chairman with a letter of recommendation.
6. When the resume, proof of requirements, candidate's statement, and letter of recommendation are received by the Department Leadership Chairman, the Chairman will send the candidate two "how to" questions. The candidate must answer the questions in one or two paragraphs and return the form to the Department Leadership Chairman. The Leadership Chairman and a committee of two Past Department Presidents, to be appointed by the Department President, shall review the submission.
7. The Department Leadership Chairman shall present to the Executive Committee each candidate's resume, proof of requirements, candidate's statement, letter of recommendation, and completed question. There will be a three-minute period allowed for comments from Past Department Presidents in attendance.
8. Upon motion by the Department Leadership Chairman to approve certification of a candidate, a ballot vote shall be taken with the members of the Executive Committee voting.
9. Once certified, instructors who fail to participate in leadership activities within a three-year period or who do not respond to the annual verification survey will be removed from the Certified Instructors listing.

Revised, April 2006
Department Executive Committee