

# DUTIES OF CHAIRMEN

## Duties of an Auxiliary Chairman

An Auxiliary Program Chairman is a very important role in our organization. It all starts at the Auxiliary level.

### Purpose

Auxiliary Chairman, you are expected to promote all aspects related to your Program.

- You are to inform your Auxiliary Members of the focus that the National Ambassador and Department Chairman have on your Program.
- You are to become very familiar with your Program.
  - Learn who the National Ambassador is. The Ambassador is a national appointment by the National President.
  - Read National and Department Program Books.
  - Allow your creative juices and craftiness of your members to plan, execute and report the items listed in the National and/or Department Program Books.
  - Get to know your members. Know the finances of the Auxiliary for the purpose of seeing that the Auxiliary will be able to support your project idea. If the Auxiliary Treasury is low, the membership may be willing to support a fundraiser before a project is to be executed.

### Organizational Skills

- Make sure you have all the contact information for your Auxiliary Officers and Chairmen on each level.
- Read, save and organize all information you receive from every level of the organization for your Program.
- As you receive information on your Program, make notes if there are deadlines, such as scholarship deadlines or award deadlines.
- Keep a record of all activity, hours spent planning, shopping, decorating, executing and cleaning up for a project.
  - Having this information will be of great assistance when it is time to write your report. It will enable to make better decisions for future project whether the same one or a new one. This will enable you and the committee to see what worked and what did not.

## **Communication**

- Once you have a project idea and have made contact with the President and your VFW Counterpart, take the project idea for your Program and communicate this to your Auxiliary members on the meeting floor.
  - A motion is required to have project accepted by the membership. Once motion is passed, you are permitted to move along in the planning and execution of your project. Motions such as these typically come under New Business.
  - A motion on your Auxiliary floor is required for expenses if your project will need to expend monies. If monies are needed, be sure to keep good records with receipts to show accounting of how, where and why monies were needed to be able to show good accounting in reporting back to your Auxiliary.
  - Solicit help from your members by mentioning that you are looking for volunteers to help.
  - Give them day of the week and dates and location. For an example: We will meet every Tuesday at 7 p.m. at my home for the planning. DO NOT use Auxiliary meeting time to plan your whole project. Just keep members updated on meeting nights with pertinent information for the project event.
  - Consider working with other Program Chairmen or committees. Every Program compliments another.
- Form a committee of three to five people.
  - Find someone who will get the word out to members and the community. Being visible is a great advertising tool to gain members. The more the communities see VFW Auxiliary presence, the more interested they will be in what we are about, why we do what we do and when asked, they will be ready to say yes to membership!
  - Form a setup and a cleanup crew (two different ones if at all possible to help share the work).
  - Determine who will do the shopping. Make sure they have a clear understanding of the budget and that receipts must be turned in to you as Program Chairman.
- Communicate with the District and/or Department Chairman as required or as necessary depending on your Department.

## **Follow Through**

- Program project is completed: A report must be written. If you complete this task as soon as the event is held, your memory, notes and record keeping will make this task a lot easier and faster.
- Have a follow-up meeting with your committee to talk about what went well, what might need improvement and any other notes for the future.
- Report as instructed by your Department. (Refer to the Reporting section of this guide for more assistance.)
- Request confirmation from Department and District Chairmen that your report was received.

## **Resources**

- National website, [vfwauxiliary.org](http://vfwauxiliary.org).
- National Program Book, available under Resources on the website.
- Department Program Book

