

Chief of Staff/Extension & Revitalization
May 2024

Congratulations to the newly elected Auxiliary and District Officers! Thank you for your willingness to take on a leadership role and I wish you all success in the upcoming year. Your role as leaders include inspiring and motivating members, to help the President create a vision of the future that is clear and compelling. As a leader, you are best able to help the members connect what they do in the community with the impact of our mission of service to Veterans, Service members, and their families. Below are some suggestions that will help you in your leadership role and ensure you and your Auxiliary has a very successful year.

If you have not already done so, activate your Malta account by going to www.vfwauxiliary.org and click on Member Login. You will need your membership ID number. You will find all the resources to assist you in your duties: training manuals, forms, VFW Auxiliary Magazine, and the VFW Auxiliary Online Academy webinars. On the website, sign up for the VFW Auxiliary newsletter, it has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters.

Review the "Building on the VFW Auxiliary Foundation" manual on the National website. This covers duties and responsibilities for each officer position, explains each program, and has many useful tools.

Your National Bylaws and Ritual must be the current edition. This will be your "go to" book for most questions, take time to read through and acquaint yourself with the workings of the organization.

Visit the Department of Kansas website at www.vfwauxks.org for the latest edition of the monthly newsletter, "The Sunflower Express" which has the latest information from Department Officers and Program Chairman as well as upcoming events.

Never be afraid to ask questions of your mentor, Department Chief of Staff or Department President but please use the proper chain of command.

For Auxiliary and District Presidents

Chaos or Progress? The secret to running a good meeting is "pre-planning." For every meeting that you hold you must take time to pre-plan it! This really only needs to take 15 minutes and eliminates chaos! Planning out the topic areas you should cover is called setting up an agenda. In general, an agenda should review the past meeting minutes, Committee and Chairman Reports on current issues and any discussion of future events on the organization's calendar. When your agenda is drafted, have it typed, if possible and make copies for all of your members to follow.

Now that you have a workable agenda, you will need to do a few more things prior to the meeting to make it a success! Make sure you have a meeting place that can be easily found by new members. Have officers and regular members greet new members at the door. Start the meeting on time - don't wait too long for late comers. You're wasting the valuable time of those members present and indirectly telling them it's ok to be late.

As presiding officer of the meeting, in other words you're the King Pin...The Final Boss in a video game... The Head Honcho.... The Big Ka-hoo-na, you have five main responsibilities to keep in mind as you start and run the meeting.

THE RESPONSIBILITY TO INITIATE items or proposals for the members to consider or take action on.

THE RESPONSIBILITY TO FACILITATE the deliberations and actions of the group in order to make it easier for them to conduct the business which has brought them together. Do this by: knowing your parliamentary procedures, keeping things moving, using your authority to keep order and using your secretary to keep track of motions.

THE RESPONSIBILITY TO ORIENT AND TEACH members about parliamentary situations, how the Auxiliary works, about the different programs. You may need to assist them in making motions, help them understand motions and tell them their options if necessary. Do this without putting people down or showing them up.

RESPONSIBILITY TO ENCOURAGE free open discussion of matters brought before the group. Listen to all ideas. Don't laugh at or criticize others' efforts or ideas.

THE RESPONSIBILITY TO SUMMARIZE by clarification and restating any business not understood by the group.

Thank you for taking on leadership roles and again hoping you have a very successful year!

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