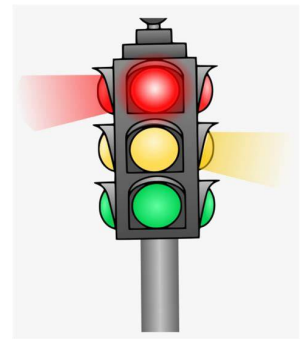


# CHIEF OF STAFF EXTENSION & REVITALIZATION MENTORING FOR LEADERSHIP



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This year is in full swing with the Department and District Schools of Instruction being completed. I know that there was a lot of information that was gone over regarding the programs, resolutions and changes to the bylaws, and the importance of real-time online reporting. I encourage Auxiliaries to reach out to their District Presidents regarding some of the trainings and things you'd like to see discussed at your Fall meetings in October. Remember, we are all here to help you learn and sometimes the best way we can do that is by finding out what you're interested in learning more about! Also, don't be afraid to contact the Department President, Marsha LaRosh or myself regarding topics you'd be interested in hearing the Department cover too, we can always try to work it into the Mid-Winter meeting or hold a special question & answer segment as a separate publication to the website.

Preparation	VFW Auxiliary President Duties	District President Duties
Prior to Official Visit	Coordinate with District President to schedule a date and time for the Official Visit. Confirm any meals and if any guests are coming.	Initiate scheduling process with the VFW Auxiliary to attend a regular business meeting. Inform the VFW Auxiliary of any guests or special needs.
Being Prepared	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of VFW Auxiliary Chairmen, meeting agenda and pen/paper for notes.	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of Department and District Chairmen, meeting agenda, and pen/paper for notes. Three (3) copies of Official Visit Report Form.
Meeting Room	Make sure that the room is set with the U.S. Flag, charter, altar cloth, Bible and chairs for the meeting. Banner, POW/MIA flag and Patriotic flag are optional.	Sit to the right of the VFW Auxiliary President.
Agenda & Gavel	Have an agenda/order of business to ensure the meeting is conducted according to the Ritual. Have the gavel present as an emblem of authority, but use it according to the Ritual and with discretion.	Follow along with the agenda to ensure that the meeting is conducted according to the Ritual. Make notes on Programs covered, etc. Have comments. Be brief but truthful and complimentary. Always let the membership know how important they are. Have talking points on upcoming dates, events and Programs.
Books of Secretary and Treasurer	It is the President's duty to see that the Secretary's and Treasurer's books are available for review. Must have available a copy of the last 990 and/or any other state or local filings. Copies of President's and Treasurer's bonds and copies of audits are to be incorporated into the Secretary's minute book.	Sign and date each set of books after reviewing: Signatures of Trustees of audited books; incorporation of Treasurers report(s) and audit(s) into minutes by the Secretary; proof of a bond for the President and Treasurer in the Secretary's minutes and/or record book.
Chairmen's Reports	If a Chairman is absent, have a report given on that Program and describe the VFW Auxiliary participation.	Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement. Offering a solution will lead to progress.
After the Meeting	Make sure the District President has what he/she needs in order to complete the Official Visit report.	Complete Official Visit report and give a copy to both the VFW Auxiliary and Department. Be honest. Report any concerns.

District Presidents will soon begin making their official visits to your Auxiliary! The Official Visit to the Auxiliary by the District President is necessary to see that the Auxiliary is in good working order, to communicate with the membership on the current events, Programs, National Bylaws and Ritual, and any changes from the National and Department VFW Auxiliary.

So, how can you best prepare for their visit?

**\*\*Take a look at the graphic to your left to see the duties and responsibilities of both the District & Auxiliary President during the Official Visit!**

**\*\*This information is taken from the VFW Auxiliary Foundation Guidebook 1 – Officers Duties.**