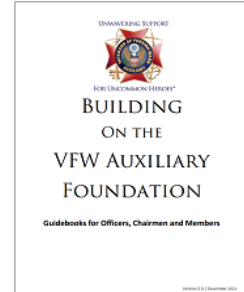
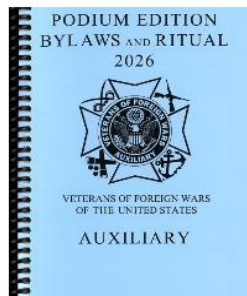
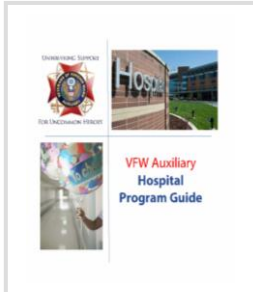


Duties of all VFW Auxiliary Chairmen

Review Duties of Chairman in the '**VFW Auxiliary Hospital Program Guide**'; '**Bylaws, Booklet of Instructions**', page 29; and '**Building on the VFW Auxiliary Foundation**' guide. Find all of these resources on the National website, vfwauxiliary.org, behind member resources.



R) National Programs

The National Programs are determined by each year's National President. For details on the Programs, goals and awards, please see the current National Program Book available in MALTA.

S) Duties of All Chairmen

1. To promote the best interests of the Auxiliary in a manner to reflect credit on the Auxiliary and bring honor to the organization.
2. To call committee meetings at regular intervals and plan activities to advance the Auxiliary Program.
3. To present to the Auxiliary all information pertinent to the Chairmanship and see that action is taken when necessary. (See the current National Program Book, Department Publications and the Department Chairmen's promotional material.)
4. Keep a notebook and file pertaining to the chairmanship, together with a copy of each meeting's report. It is the duty of the Auxiliary Chairman to mail or email a year-end report of all work accomplished to the corresponding Department Chairman.
5. To secure the interest and cooperation of as many members as possible and the public in the cause, which your Chairmanship supports.
6. To make written financial reports (with bills attached) of any fundraising functions.
7. To resign promptly if and when absolutely impossible to function so that the Program of the Auxiliary may not be delayed.

GUIDELINES & EXPECTATIONS FOR KANSAS VFW Auxiliary HOSPITAL PROGRAM CHAIRS

1. GET ORGANIZED

- A. Ask the prior Chairman for notes regarding program.
- B. Set up a filing system.
- C. ALWAYS keep your program material together.
- D. Don't be afraid to ask questions.
- E. Remember to say PLEASE and THANK YOU.
- F. Know the name of the National Ambassador.
- G. Know the name & contact information of your Department & District Hospital Chairman.

2. PLAN the PROGRAM

- A. Familiarize yourself with program goals and deadline dates.
- B. Review program materials.
- C. Make tentative list of projects/costs to present to Auxiliary membership for approval.
- D. Plan a fundraiser for project cost and Auxiliary donation to Dept Hospital General Fund.

3. PROMOTE the PROGRAM

- A. Keep your promotional packet and Hospital report form handy for and review regularly.
- B. Stress program goals to Auxiliary members.
- C. Keep extra copies of promotional materials on hand.
- D. Encourage members to enter contests and to become Hospital volunteers.

4. HOMEWORK

- A. Read ALL MATERIALS received from the National Ambassador, Department Chairman and District Chairman.
- B. Read the articles/blogs in the National magazine, on National & Department websites.
- C. BOLO. Be on the lookout for local, regional and national information that relates to your program.
Read newspapers and magazines, do internet searches for articles and upcoming events that fit in with your program. Find and create ways to inspire and encourage members to participate.
- D. Periodically review your program to make sure YOU are on track with program goals and fulfilling National, Department, District program requirements.

5. REPORTING

- A. As projects are completed, enter a report online through the Kansas VFW Auxiliary website, vfwauxks.org. A hardcopy report can be completed and snail mailed to the Department chairman.
- B. Give a copy of every report you send to your Auxiliary Secretary for the Auxiliary files.

6. WRAP-UP

- A. Turn over all materials to next years' chairman.
- B. Make suggestions or recommendations for next year.
- C. Pass along notes to next years chair on what did and didn't work.