

Chief of Staff & Extension
Bulletin # 4

*“Soaring to New Heights” by
“Honoring Our Mission to Serve Veterans”.*



Time for an Auxiliary Check Up!

As we progress through our Auxiliary year, it's time to ask our Auxiliaries how they are feeling. It's time for a check up! We have been provided with the necessary tools on the National and Department site(s) on how to achieve this task.

Members in Good Standing - By Laws, Sec 104

The membership year is from January 1st to December 31st. On January 1st, a member is not a member in good standing until they pay their current dues. The dues must be paid by June 30th to remain a continuous member. Prior year's dues may not be paid after July 1st and the member will have to pay their dues and will have to rejoin.

Auxiliary Sample Meeting Agenda: Are you using the agenda to conduct meetings? Consulting the Secretary and Treasurer to assist in preparing the agenda? Presenting the information in an orderly fashion? Discussing projects, motions and other business to be brought up?

Communication Phone /Text Tree: Are you establishing a phone/text tree? Contacting members about upcoming meetings? Reaching out to members so they are comfortable at meetings? Establishing open lines of communication with your Post and Auxiliary?

Mentoring Guide: Using the guide to communicate with new members? Seeing that new members are familiar with all aspects of the Auxiliary? Ensuring the new member feels valuable to the Auxiliary?

Good Job Award:

When a member offers a good suggestion, or helps with a program or fundraiser that improves the healthy state of your Auxiliary, recognize them with the Good Job Award to say “thank you” and offer an incentive for other members to step up and earn this same recognition.

2.

Online Auxiliary Academy:

The Online Auxiliary Academy is another resource to help keep your Auxiliary healthy. The VFW Auxiliary National website (under About Us) has free online training sessions for your members on a range of topics. Some of them are:

- M.A.L.T.A. Training for Members and Treasurers
- How to Set Up Your Auxiliary Facebook Page - Post to it, Edit or Delete Posts
- IRS Form 990N e-Postcard Guide and Instructions
- Engaging Your Auxiliary's Existing Members
- VFW Auxiliary Branding Center
- Local Auxiliary Treasurers and Trustees Training



The Auxiliary Toolkit serves as a guideline to increase meeting attendance and ensure that all what their role is. There is no limit to what we can accomplish if we feel valued even when obstacles beyond our control are before us.

Extension: If you know of an Unaffiliated "Batchelor" Post who would be interested in a new Auxiliary, please reach out to me and we will make that happen!

National Extension Award:

A \$25 VFW Store Gift Certificate to one member in each of the four Conferences who assisted in revitalizing/rejuvenating a struggling Auxiliary and utilized *Building on the VFW Auxiliary Foundation* in their efforts. Any member at any level can be nominated by the revitalized/rejuvenated Auxiliary. Nomination form (required) available at vfwauxiliary.org/resources and is attached with this bulletin. Return the form to me by **March 31, 2021**. Do not wait until the last minute. The sooner the better!

Blessed to Serve,
Elaine Taylor
Department Chief of Staff & Extension Chairman