



# VFW AUXILIARY

## **Secretaries' Workshop**

**2019 Senior-Vice Presidents' Conference**

Presented by:

Karlene Beams, Arkansas Department Secretary, 11 years

Kim Sloan, Arizona Department Secretary, 16 years



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## General Observations

- You may feel as you been thrown into the fire!
- No two Department Presidents are the same.
- Personalities ALWAYS enter into the equation.

*If it ain't broke – don't fix it!  
You don't need to change things  
just for the sake of making a change.*





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## Your Role

### CEO:

- You are basically in charge of the day to day operation of the Department. (within reason)
- Keep track of deadlines – some Presidents will want reminders, some will not. **Ask them!**

### TEACHER:

- Judge wisely – when should you just answer the question?
- or
- Do you use it as teaching opportunity?



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## Your Role

### MENTOR:

- Every conversation is a mentoring opportunity.

### ADVISOR:

- There's a reason that the President picked you as his or her Secretary – they trust your judgment.
- Be an advisor not a dictator...the ultimate decision is the President's.
- Always support in public, disagree in private.
- Judge wisely - mistakes can be corrected later.



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## Your Role

### BRIDGE

- You can be the bridge or liaison between the President and members, other Line Officers, the VFW Department Officers, Program Chairmen and National Staff.

### MOTIVATOR:

- Be excited! If you're not excited it's hard to be a good motivator.



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## Your Role

### **FILTER:**

- Be the filter when the President says –  
This is really what I want to say or write.

### **GO-TO PERSON:**

- How do I?
- Where can I find?
- Should we change this?



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## Support and Advise

- Work with the Senior-Vice President on Department Appointments.
- Speak your mind, but understand it's the President who is responsible for the appointments.





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## Ingredients for Success

### ➤ **Desire**

- Desire guides the ship; the President holds the steering wheel.

### ➤ **Strong Work Ethic**

- You will do what you need to do to get the job done.
- Know when you need to sacrifice something.
- Know when you need to ask for help.



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## Connections

- Connect with your President.
- Connect with your Line Officers.
- Connect with your members.
  - Know who you can call on to help!





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## Connections

**Connect to the past, present and future.**

- **Past** – Study what worked and what didn't.
- **Present** – Build on past success and set goals for the future.
- **Future** – Are we headed in the right direction?





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## Senior-Vice Conference

- Program Changes
  - Make note of changes in Programs, special program projects/emphasis, etc.
- National reporting requirements
  - Especially deadlines!
- Circle of Excellence Requirements
  - Keep your eye on the prize!
- Department Roster



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## Your Role

### MALTA:

- Learn it! This goes back to you being the Go-To Person.
- You need to learn what every Officer level can do and see in MALTA.

### DEPARTMENT FORMS:

- Program Reports
  - Coordinate Monthly/Year-End Report forms with the Department President and Program Chairmen.
- Auxiliary Official Visit Report
  - Coordinate form with Department President
- Use the National Form or add to it for your Department?



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## Your Role

### DEPARTMENT CHAIRMEN'S GUIDE:

- Do you have a Department Chairmen Guide?
- A written guide will include clear expectations of the Department President and the Department requirements.
- Do the Chairmen have a budget and do they understand it?

### DISTRICT PRESIDENTS' GUIDE:

- Do you have a District Presidents' Guide?
- A written guide will include clear expectations of the Department President and the Department requirements.
- Do the District Presidents have a budget and do they understand it?



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## Supplies

- Laptop
- Pen, Pencil and Paper
- Current *Podium Edition: Bylaws and Ritual*
- Current edition, *Robert's Rules of Order*
- Department Roster
- VFW Department Roster
- Program Guide or Equivalent
- Daytime/Calendar
- Phone Log





COMMUNICATION  .....  GOAL  
IDEA  ..... **TEAMWORK**   
SUPPORT  TRUST : SUCCESS  
 .....  .....  PLAN  .....   
TEAM STRATEGY COLLABORATION



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## Teamwork at CofA Meetings

- Where are you seated?
  - To the right of the President – there's a reason that you're seated to the right of the President.
- Know how to run a meeting.
  - You must know basic parliamentary procedure.
- The President, Secretary and Treasurer are a team that will make the meeting run smoothly.
- Communicate with Officers, Chairmen and Council Members ahead of time.
  - Be informed; nothing should be brought up that you don't know about but be prepared for the unexpected.



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## **Teamwork at CofA Meetings**

- Work with Treasurer to have handouts ready – if needed.
- Copies of communications can be distributed to Council Members in advance or at the meeting.
- Anything that requires consideration should be distributed in advance.
- Not every item needs to be read.



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## Agenda or Script?

### ➤ Agenda?

Only if the President wants to use the Ritual to run the meeting.

*\*\*\*We find it difficult to go between Podium Book and an Agenda.*

### ➤ Script?

Prepare a script if that's what President would like.



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## Agenda or Script?

Whether it's a Script or Agenda, make sure the President has a copy in advance of the meeting to review. Things have a way of getting added at the last minute!

- Large print/font.
- Add spaces for last minute items.
- Recognize National Officers and Appointees.
- Have bio for National Representative in the President's meeting book or Script.
- Recognize any appointed National Ambassadors and VAVS Representatives and Deputy Representatives who are present.



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## Be Prepared!

- Have a packet with copies of financial report, audit reports, correspondence, etc. for all the Council Members and the National Representative.
- Have your items ready and in order.  
*\*\*\*We suggest a tabbed notebook.*
- Roll Call
- Previous Minutes
- Official Communications



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## Be Prepared!

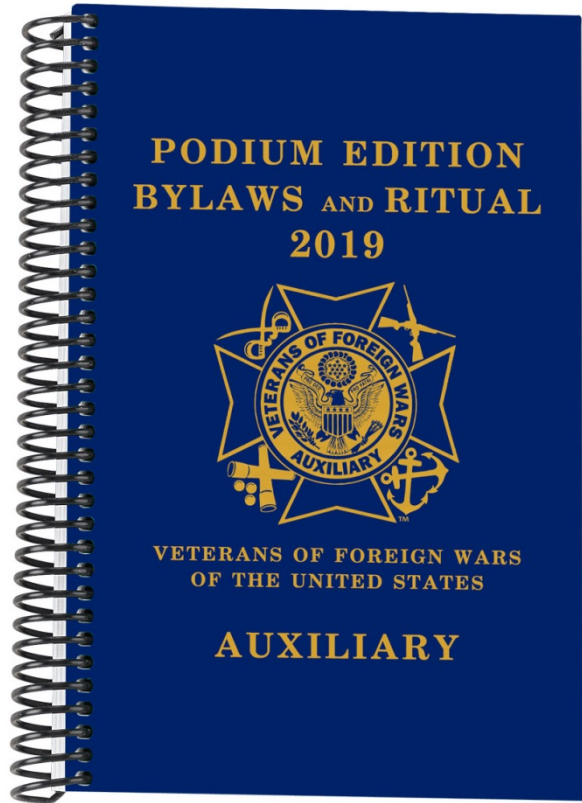
### In Advance Of The Meeting:

- Is there Old Business?
- Get copy of Financial Report, Budget Report and Audit Report in advance to review.
- Communicate any questions to the Treasurer in advance.
- Dress appropriately!
  - Were Council Members asked to wear the Department President's shirt?
  - What is the requested dress?



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## Bylaws / Policy Questions



- Who will answer those questions?
  - President?
  - Secretary?
  - Combination of the two?
  
- Keep the President apprised of all situations, questions and issues.





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## Officers' Meeting

- Encourage the Department President to have regular meetings with Department Line Officers
- Expectations
- Problems with Auxiliaries
- Scheduling conflicts
- Appointed Events
- Mentoring Teams



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## Other Resources

### VFW Department Adjutant

- Communicate often with each other.
- Establish a good working relationship with your counterpart AND the Department Commander and Quartermaster.
- Communicate to avoid scheduling conflicts.
- Request to participate in recruiting events.
- Suggest a joint Chairmen meeting early in the year.



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## Other Resources

### VFW Auxiliary National Headquarters' Staff

- Establish a good working relationship National Headquarters' staff.
- Make sure you're talking to the right person!
- Always research your question before you ask it!





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## Other Duties

### Installation Reports

- Enter Department Installation Report in MALTA.
- Verify that Auxiliary and District Installation Reports have been entered in MALTA.

### Commander's Letter

- Will Secretary send a letter to Commander as required by Bylaws with membership and financial status.
  - With MALTA – membership can be current.



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## Other Duties

### Letters to District Presidents for Official Visit

- Will President send out or will you?

### Request for National Representatives

- Assist President in completing form.
  - President has to sign.
- Reminder of due dates to request a National Representative
  - For National District Council Member
  - For Department Convention
  - Other Events



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## Other Duties

### **Program Promotions – Newsletter – General Orders**

- Is this your responsibility?
- Program Coordinator?

### **Auxiliary Delegate Lists for Department Convention**

- Coordinate with the Department Treasurer
- Any Auxiliary in arrears?

### **Auxiliary Delegate Lists for National Convention**

- Do you verify Delegates have been entered in MALTA?



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## Other Duties

### Department Events

- Work with President at beginning of year
- Schedule Conferences / Trainings
  - Agenda
  - AV equipment
  - Handouts – Coordinate with Chairmen
- Is there a National Representative?
  - Who is responsible for booking hotel room?
  - Transportation to and from airport?
  - Transportation during visit?





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## Other Duties

### Department Events

- National President's Visit
  - Who is responsible for booking hotel room?
  - Transportation to and from airport?
  - Transportation during visit?
  
- Basket or Gift for National Officers/National Representative
  - Is this your responsibility?



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## Other Duties

### Conference Meetings

- Should you attend?

### National Convention

- Should you attend?



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## Other Duties

### Department Convention

#### As incoming Secretary

- Coordinate Program promotion with Sr. Vice President

#### Successive Years

- Convention Book – annual reports
- Coordinate with Convention Committee
- Prepare Agenda
- Communicate with Officers and Chairmen
- Coordinate with Credentials Chairmen
- Coordinate with Special Guests Chairmen
- Awards – Coordinate with President, Treasurer (Budget), Program Chairmen
- Joint Memorial Service – Request Permission
- Joint Installation – Request Permission



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## Other Duties

### Who is monitoring and updating the Department website and/or Facebook Page?

- Find out now
- Get training if necessary
- Establish guidelines about posting and access with the President and/or Administrator(s)



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## What if...

- An Auxiliary needs a Mentoring Team appointed?
- An Auxiliary needs to be suspended?
- Depending on issues, consider using Mentoring Team approach
- An Auxiliary is considering a Disciplinary Action?
  - An Auxiliary needs to consider other options.
  - Disciplinary Action should be last resort.



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