

Sample Auxiliary President Monthly Meeting Outline

AUXILIARY PRESIDENT MONTHLY MEETING OUTLINE

Call to Order: Date: _____ Time _____ AM PM

Inspection of Dues Cards by the Conductor/Conductress – Number present ____

Roll Call: Name substitutes of Officers that fail to respond to Roll Call

Ritualistic Opening

Guests: Ask Department Officers, if any, to retire. Escort with/without colors, Department Officers & District President. District President is to be escorted first and alone when make Official Visit (Inspection).

Names and office

Reading and referring of Petitions for Membership.

Candidate

Investigating Committee

Report of Investigating Committee _____

Voting on Candidates _____

Initiation

Presentation of Minutes of the previous meeting (Section 812 for manner of presentation)

Corrections _____

Approved _____

Presentation of official and other communications – (National, Department, District, etc)

Treasurer's Report (Section 813 for manner of presentation)

Balance brought forward \$ _____

Receipts \$ _____

Disbursements \$ _____

Balance on hand this meeting \$ _____

Presentations of Bills: Total amount \$ _____

Introduction of Guests: Department Chairmen and other guests

Reports of Committees, Standing and Special:

Veterans and Family Support

Americanism/Patriotic Instructor

Buddy Poppy/VFW National Home

Historian/Media Relations

Hospital

Legislative

Membership

Scholarships

Youth Activities

Audit Report

Motion by _____ Seconded by _____

Other Reports

UNFINISHED BUSINESS

NEW BUSINESS

Charter Draped:

Election of Officers

Report of Trustees and action thereon

Trustee _____ Seconded _____ Action _____

Suggestions for the Good of the Order (Instructions by Patriotic Instructor, and new members and guests should be invited to speak at this time)

Closing Ceremonies:

Meeting closed according to the Ritual at _____ (time)

Date of next meeting _____