

Official Visit Guidelines and Expectations

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.

Preparation	District President Duties
Prior to Your Official Visit	Initiate scheduling process with the VFW Auxiliary to attend a regular business meeting. Inform the Auxiliary President 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 Department and District Chairmen, meeting agenda, and pen/paper for notes. Three (3) copies of Official Visit Report 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	Sit to the right of the VFW Auxiliary President.
District President's Agenda	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	Check the Audits for 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 & verify 990 has been filed. If some of the above is not done the Auxiliary will need to provide you with proof when it is done. (Circle Criteria)
Chairmen's Reports	Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement.
After the Meeting	Complete Official Visit report and give a copy to both the VFW Auxiliary and Department. Be honest. Report any concerns.

We hope these guidelines helped you in some way. There is so much to learn. Do the best you can. That is all that anyone can do.