

JULY 1, 2022

AUXILIARY PRESIDENT TRAINING GUIDE

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

DEPARTMENT OF FLORIDA VFW AUXILIARY

Congratulations, you have been elected to the highest office in your Auxiliary.

Guidelines have been established to assist you in having an effective and productive year as Auxiliary President and to give you the confidence and knowledge to successfully perform your duties and obligations. Never be afraid to ask questions of your mentor, Department Chief of Staff or Department President.

Best Practices of an Auxiliary President:

1. MALTA – If you have not already done so, activate your MALTA account by going to vfwauxiliary.org and click on MALTA Member Login. You will be given access to your President duties beginning July 1. You will need your membership ID number, which can be found on your membership card or on the back of your VFW Auxiliary Magazine on the mailing label above your name
2. Always have a positive attitude; your attitude sets the tone for your year.
3. National Programs are determined year to year by the incoming National President. You will need to check the VFW Auxiliary National website, Department website or contact the Department Secretary. Before appointing your Program Chairmen for your term of office, make sure you are educated on and have a plan to cover all programs.
4. On the National Auxiliary website, www.vfwauxiliary.org, you will find all the resources to assist you in your duties: training manuals, necessary forms, *VFW Auxiliary Magazine*, National event schedules and the VFW Auxiliary Online Academy webinars.
5. Sign up for the VFW Auxiliary e-newsletter at www.vfwauxiliary.org. It has up-to-date information on many subjects and keeps you connected to VFW Auxiliary National Headquarters. *VFW Auxiliary Magazine* comes out every other month starting in January and has information, and inspiring and motivating stories. Be sure to share your Auxiliary's story from an event or project with National Headquarters to info@vfwauxiliary.org.
6. Your National Bylaws and Ritual must be the current edition. This will be your go to book for most of your answers. Take the time to read and acquaint yourself with the workings of the 3 organization. You can purchase current National Bylaws (known as the *Podium Edition Bylaws and Ritual*) from the VFW Store, www.vfwstore.org. Digital versions are also available.
7. Have a planning meeting with your incoming Officers and Chairmen to decide what programs or events you might like to do in your term. Include dates, places, and times. Make sure that you confirm all events, dates and times with the Post Commander and Post House Committee Chairman.

8. Speak with your Commander to have a joint Officers and Chairmen meeting to work as a team in planning and presenting programs. Working together as a TEAM will bring success.
9. Keep a good working and communicating relationship with your Commander.
10. After your Department Convention, you will officially take office. Now excitement within the Auxiliary begins!
11. Read and follow through with Section 810, bullet No. 4. You must report certain items to your VFW counterpart within 30 days of taking office.

Being Prepared:

1. Be prepared for your meetings with an agenda, current National Bylaws, gavel, and any correspondence you have received to hand to your Secretary. (Refer to the included suggested agenda/order of business)
2. It is the job of the Conductor/Conductress to see that the meeting is set up properly. As an Auxiliary President, it will be your job to see that it is carried through.
3. Highlight your part of the meeting found in the Ritual section of the National Bylaws.
4. Before every meeting, contact your Auxiliary Secretary for any unfinished or new business. Contact your Treasurer to ensure that all financial obligations have been met and if there is anything that needs to be brought forth on the meeting floor.
5. Make a list of the Chairmen you want to report every month to assure you do not leave anyone out.
6. Have notes ready for discussion you might have about an event or upcoming programs.
7. Make sure all Officers have a current Ritual and know their ritual parts.
8. Start your meetings on time. Keep your meeting short and informative.
9. Have committee members discuss their plans prior to the meeting, so that only the facts and information are reported on the floor. This helps to make the meeting brief and productive.
10. Be enthusiastic with the programs and make sure you thank the Chairmen and everyone for attending and participating.
11. Dress appropriate; you lead by example.
12. As a suggestion, on your first meeting you might want to ask the Commander to be introduced to the Auxiliary. Let the Commander know that the Auxiliary is there to work with the VFW and to help veterans and their families.

13. At your meetings, if a question is asked that you cannot answer, be honest and tell them you do not know, but will find out the answer and report back. Honesty is the best policy.
14. If your Department has a School of Instruction, make every effort to attend. Encourage your members, Officers and Chairman to attend. Current information on programs and reporting is given at that time. Consider inviting several members to ride together and make it a group event.
15. Encourage all members to attend Department meetings, such as Council of Administration Meetings, Conference Meetings and Convention. All members in good standing are encouraged to attend all Department and National meetings. Provide dates, places, times, and registration information.
16. As a voting member, you should attend District Meetings. Encourage Officers and members to attend. Provide dates, places, and times.
17. At your April meeting, election of Officers must be completed. See Article VIII, Section 804A of the National Bylaws. Delegates and Alternates for District, Department and National Convention should be completed and sent to the respective officer or submitted online.
18. Be sure that District Delegates and Alternates are elected and reported to the District Secretary prior to the District Convention (Article III, Section 303).
19. Help your Chairmen at all times. Do not be overbearing; just let them know that you are there to help if needed. Encourage them to try new things and involve other members to help.
20. Membership is especially important. Choose a Chairman who believes in the organization and can spark interest in others who may be eligible. Appoint a Membership Committee of five members to recruit and retain your membership. (Article VIII, Section 810A)
21. Appoint an Investigating Committee of three members to determine eligibility of applicants. (Article I, Section 102)
22. Understand and review your Auxiliary's Standing Rules. For more on Standing Rules, see Page 28 in the Building on the VFW Auxiliary Foundation guide.

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	VFW AUXILIARY PRESIDENT DUTIES
Prior to Official Visit	Coordinate with District President to schedule a date and time for the Official Visit. Confirm any meals and if any guests are coming.
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 VFW Auxiliary Chairmen, meeting agenda and pen/paper for notes.
Meeting Room	Make sure that the room is set with the U.S. Flag, Banner, Patriotic Flag, altar cloth, Bible, and chairs for the meeting.
Agenda & Gavel	Have an agenda/order of business to ensure the meeting is conducted according to the Ritual. Have the gavel present as an emblem of authority but use it according to the Ritual and with discretion.
Books of Secretary and Treasurer	It is the President's duty to see that the Secretary's and Treasurer's books are available for review. Must have available a copy of the last 990 and any other state or local filings. Copies of President's and Treasurer's bonds and copies of audits are to be incorporated into the Secretary's minute book.
Chairmen's Reports	If a Chairman is absent, have a report given on that program and describe the VFW Auxiliary participation.
After the Meeting	Make sure the District President has what he/she needs to complete the Official Visit report.

Leadership Role:

1. Your leadership role as an Auxiliary President is to inspire and motivate others, to create a vision of the future that is vivid and compelling and that motivates members to want to be active and achieve. Everyone wants to be a part of something that makes a difference in their community. As a leader, you are best able to help the members of your team connect what they do in their community with the impact of our mission of service to our veterans, military, and their families.
2. Great leaders have integrity, are honest and take responsibility. Be a good role model.
3. Communicate with your members often and in a variety of different ways, whether by one-on-one conversations, team meetings, blog posts, email, phone, videoconferencing (e.g., Zoom) or any other medium.
4. As President, you will need to communicate regularly with your VFW, Auxiliary, District, Department and VFW Post throughout your term of office.
5. Help set goals for your Auxiliary but be a team player. Work closely with your Secretary and Treasurer.
6. When making decisions, take time to think it through, do research or ask a mentor for advice. Your decision should be rendered in a kind but firm manner, consistent and fair to all.
7. There are many things to accomplish and many tasks to perform during the year. To keep them from getting overwhelming, learn how to assign duties to other members. Ask in a personal way and be specific about what you are asking to be done and the time commitment necessary.
8. Be sure that Officers, Trustees, and other positions get the training needed. If you need assistance in this area, check the Department and National websites for resources or contact your Department Secretary or Chief of Staff for guidance.
9. Remember to say “Thank you” at all times.
10. Wear a smile and have an upbeat tone in your voice. Remember, we are all volunteers.

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. Thank you for being Auxiliary President!

Department of Florida

UNWAVERING SUPPORT



FOR UNCOMMON HEROES*



Date: _____

Department of Florida
Veterans of Foreign Wars Auxiliary
District Official Visit of Auxiliary Notice

Dear Madam/Mister President _____,

I look forward to my visit with you and the members of _____.

I plan to be at your regular business meeting on _____ at _____.

You will notice that I am allowing an hour prior to the scheduled meeting time to allow for proper review of necessary documents listed below. This time gives me a special opportunity to meet you, the Secretary, Treasurer and at least one Trustee – optional but strongly recommended (please ask them to be present at the time listed above).

Please have current books of Secretary and Treasurer present - even if the Secretary and Treasurer are not physically present - along with the following items:

SECRETARY

- Minutes book or three-ring binder which = includes the following information incorporated into the minutes:
 - Treasurer's report, Trustees audits and copy of Bond showing President and Treasurer bonded.
- List of Auxiliary Chairmen

TREASURER

- Treasurers workbook or three-ring binder that includes monthly treasurers reports
- Treasurers check book
- Receipt book
- Membership Roster showing current transmitted members and Life members
- 990N Filing and date forwarded to the Dept. Treasurer

Please confirm my visit plans by replying to my email or you may call me at the phone # listed below.

Respectfully,

_____, District President

I may be reached by phone at _____ or email at _____.

VFW Post _____ Auxiliary
Standing Rules

Per Section 211 of the Veterans of Foreign Wars Auxiliary 2019 Podium Edition By-Laws, Booklet of Instruction and Ritual reference allows Auxiliaries, County Councils, Districts and Departments to establish Standing Rules to provide for specified operations, activities, events, expenses and disbursements between meetings provided such rules do not conflict with the National or Department Bylaws.

The following are the Standing Rules for VFW Auxiliary _____ as approved at the _____, regular monthly meeting and will remain in effect immediately until amended, modified, or rescinded:

1. All Standing Rules that include Auxiliary funds are contingent upon availability of funds. These rules do not guarantee reimbursement.
2. The Treasurer shall pay any required obligations due to the District, Department and National VFW Auxiliary each year. The Treasurer shall also process any pass-through transactions required for payments for membership dues and any VFWA merchandise purchased on behalf of auxiliary members (e.g. shirts, hats, podium books)
3. The Treasurer shall be permitted to purchase office supplies (e.g. postage, envelopes, paper, etc.) as needed to perform his/her duties and to annually purchase copies of the current year National VFW Auxiliary Podium Edition: By-Laws and distribute to all auxiliary elected and appointed Officers.
4. The Treasurer and/or Bingo Committee Chairman shall be permitted to purchase Bingo supplies as needed.
5. All bills must be submitted to the Treasurer with the receipt attached.
6. Donations received by the Treasurer to support the National Home for Children shall be allocated to the Auxiliary Relief Fund. All other money received by the Treasurer from any source not set aside as a special fund, or for a designated purpose shall be placed in the General Fund
7. The Auxiliary President shall fully reimburse any non-local (> 50 miles) hotel expense and fuel costs to attend Department School of Instruction (One night), Fall Conference (One night), Mid-Winter Conference (Two nights), and June Convention (Two nights), and is obligated to attend every Business Session of such Training or Convention. (See By-Laws Section 306)
8. The Secretary shall also be reimbursed for supplies (e.g. postage, ink and/or paper) not be exceed \$150 annually purchased to fully perform his/her duties.
9. The auxiliary shall be permitted to solicit donations during Post and/or Auxiliary events through 50/50 raffles, or other type raffles that do not require approval for additional costs (i.e., raffle basket supplies) to the auxiliary.

MINUTES OF THE VFW AUXILIARY xxxx REGULAR MEETING HELD ON 7/5/2022

The meeting of the VFW Auxiliary xxxx was called to order at 7:04 PM on Monday, 7/5/2022, by President Jones at the Post Home located at 123 Main Street, Ocala, Florida with 21 members in attendance.

All Auxiliary Officers were in attendance except Sr. Vice President Jim Doe (Protem Tracy Smith), Guard Elsie Jones, (Protem Bob Smith), and Trustee 3 Lisa Anderson.

The following membership applications were presented and approved: Victoria Tony, sister to IRAQ veteran Peter Ton and Karol Smuth mother of SW Asia Global War on Terrorism medal veteran Dennis Smith

Minutes from the previous meeting were distributed and approved as corrected subject to audit. The following official communications were read: 1) Resignation letter from Trustee 3 Lisa Anderson and, 2) Thank You card from Jaycee Smith for the gift card she received.

The Treasurer's report was read and approved subject to audit: General Fund: \$4075.91; Relief Fund: \$4007.82; Natl/Dept Dues Fund: 0.00; Bingo Fund: \$2672.68; Savings/CD: \$5139.24; Total All Funds: \$15,895.65. Membership is @ 86.99%.

One bill was presented for Ocala Chamber of Commerce renewal fees ½ of cost split with VFW \$325 (total \$650).

Chairman Reports:

- Chaplain Patty Jones sent out one get well card.
- Randy Wells gave brief update on National Home and Buddy Poppy program
- Ed Johns Historian/Media Relations and Hospital Chairman gave brief updates.
- Alicia Mortin Youth Activities gave brief update.
- It was moved by Tracy Smith and seconded by Randy Wells to accept the Trustee Audit Report as read.
Motion Carried

The following unfinished business was discussed:

- Still need Sunday Bingo and canteen volunteers to help.

The following new business was discussed and acted upon:

- President Jones reported that nominations and election for Trustee 3 will be held at the next auxiliary meeting.
- It was moved by Tracy Smith and seconded by Ed Johns to donate \$2000 from the Bingo Fund to the VFW to purchase a new screen and projector for the back hall. This will be used for Sunday Bingo. Motion carried.

It was moved by Alicia Mortin and seconded by Tracy Smith to pay the bill presented during the meeting, Motion carried.

With no further business to come before the members, Auxiliary President Bob Jones closed the meeting at 7:47 pm according to ritual. Our next meeting will be Monday, 8/3/2022.

Respectfully Submitted,

Auxiliary xxxx Secretary

VFW AUXILIARY DEPT OF FLORIDA SUGGESTED PROGRAM CONTRIBUTIONS

Beginning April 16, 2022 and ending April 15, 2023

(Contributions Reports are posted monthly at www.vfwauxflorida.org)

DISTRICT NUMBER: _____

AUXILIARY NUMBER: _____

PROGRAM	CONTRIBUTION AMOUNT
HOSPITAL PLEDGE \$.60 PER MEMBER	
HOSPITAL BOOSTER \$60.00 PER YEAR	
HOSPITAL REG (CHIT BOOKS BINGO, VISITS) <i>SPECIFY HOSPITAL:</i>	
DEPT PRESIDENT'S SPECIAL PROJECT (“Paws for Patriots”/Southeastern Guide Dogs)	
DISASTER RELIEF \$.25 PER MEMBER	
SCHOLARSHIPS	
AMERICANISM	
YOUTH PROGRAMS	
VFW NATIONAL HOME FOR CHILDREN	
FLORIDA HOUSE (MAINTENANCE & UTILITIES (<i>Dept Pledge \$1000 per quarter</i>))	
VETERANS VILLAGE, FT MCCOY	
TOTAL AMOUNT SUBMITTED	\$
CHECK NUMBER	

MAKE ALL CHECKS PAYABLE TO VFW AUXILIARY
Mail Checks with Completed Contribution Report to:
Department Treasurer Linda Burnette
PO Box 7359
Hudson, FL 34674-7359

**DO NOT SEND THIS FORM TO
 NATIONAL HEADQUARTERS
 For Use By Department of Florida Only**

2022-2023
Circle of Champions
“VFW Auxiliary” Criteria

The following criteria MUST be met to qualify for the Circle of Champions

(Use this form as a checklist to help you ensure all criteria is met)

The Program Advisor along with Department Membership Chairman, the Department Treasurer and the Department Secretary will be tracking this information.

- ✓ VFW Auxiliary **must be** 100% +3 in Membership by April 15, 2023.
- ✓ Auxiliary President and Treasurer bonded by August 31, 2022. (*VFW Auxiliary By-Laws; Sec. 813B-Auxiliary Treasurer, page 81*)
- ✓ All Auxiliary Officers **must** have dues paid and received at National by December 31, 2022. (*VFW Aux. By-Laws; Sec. 104, Page 15*)
- ✓ Auxiliary quarterly audits must be received by the Dept. Treasurer no later than the due dates as outlined in the National VFW Auxiliary By-Laws; Sec. 814-Trustee.
- ✓ Your Auxiliary **must** donate to the Health & Happiness fund in the amount equal to **\$.25** per member (based on June 30, 2022, Auxiliary membership) and paid to the VFW Auxiliary National Headquarters by November 30, 2022 (*VFW Auxiliary National By-Laws; Yellow pages; page 18*)
- ✓ Your Auxiliary **must** donate to the Hospital Pledge fund in the amount equal to **\$.60** per member (based on June 30, 2022, Auxiliary membership) and paid to Department Treasurer by April 15, 2023.
- ✓ All VFW Auxiliaries within your District **must** pay a minimum of **\$25.00** donation to the National President Jane Reape’s Special Project to specifically support the VFW Auxiliary Continuing Education and the new 3-Deminsional Patriotic Art Scholarships Program by April 15, 2023. (*This **MUST** be sent to VFW National VFW Auxiliary National Headquarters, Attn: Scholarship Fund, 406 W. 34th Street, 9th Floor, Kansas City, MO 64111, earmarked “3-Deminsional Patriotic Art or Continuing Education”. The donation can also be paid through MALTA.*)
- ✓ Your Auxiliary **must** donate to the Disaster Relief Fund in the amount equal to **\$.25** per member (based on the June 30, 2022, auxiliary membership) and paid to the Department Treasurer by April 15, 2023.
- ✓ Auxiliary **must be reported** in the following programs by April 15, 2023: **Americanism, Veterans & Family Support and Hospital.**
- ✓ The Auxiliary President, or Auxiliary representative, **must** attend all properly called **District** Convention, District Regular and Special Business meetings, and District School of Instruction (*VFW Auxiliary National By-Laws Section 810A as amended at the 108th National Convention on 8/3/2021*).
- ✓ The Auxiliary President **must** submit a copy of the Auxiliary Secretary’s meeting minutes and a copy of the Auxiliary Treasurer’s Report from the August or September 2022 Regular Monthly meeting to the Department President No Later than 10/30/2022.

Note: The Department President will consider personal observations, or other Department Official Representatives’ observations, and/or any communications received from other members regarding the performance and/or leadership of the Auxiliary President, in determining the Circle of Champion results.

2022-2023
Circle of Champions

VFW AUXILIARY
YEAR END REPORT

NAME: _____

AUXILIARY #: _____ **DISTRICT #:** _____

Must be received by Department President no later than April 20, 2023
to be eligible for Circle of Champions
(Use additional paper if needed)

Send To: Cindy Estell, President
VFW Auxiliary Department Florida
2001 83rd Ave N Lot 1042
Saint Petersburg, FL 33702
Cestell1954@gmail.com

1. How did you, as the Auxiliary President, communicate with the VFW Auxiliary members outside of your meeting? (Examples: Newsletter, e-newsletter, email, mail, website, phone call, social media) Describe in detail:

2. Did you, as Auxiliary President, attend the Department BOOT (Building on Organizational Training) CAMP? (If no, why & did your Sr. or Jr. Vice attend in your place) _____
List the names of **all** Auxiliary Officers that attended. _____

3. Describe how you, as Auxiliary President and your Officers, mentor new members. Describe in detail: _____

4. How did you, as Auxiliary President, communicate information from Department and District Meetings to the VFW Auxiliary? (If you did not attend, did your representative give a report?)
Give a brief explanation. _____

2022-2023
Circle of Champions

5. Did you, as Auxiliary President, appoint Program Chairmen for each of the VFW Auxiliary programs? *(If not why):*

6. Did your Auxiliary Chairmen use the Department Chairmen's 'Monthly Promotions' available on the Department website (www.vfwauxflorida.org) to promote the programs?

7. Did your auxiliary report in the required programs (**Americanism, Veterans & Family Support and Hospital**)? If not, please explain why?

8. Did your Auxiliary promote the Department Presidents Special Project? Describe:

9. Did you, as Auxiliary President, ensure that a copy of the Auxiliary Secretary Meeting Minutes and Auxiliary Treasurers Report was submitted to the Department President as explained above in the Criteria? _____ If not, explain why these reports were not submitted

10. Did you, as Auxiliary President, attend the Department Fall Conference and Mid-Winter Conference? If not, explain why & who attended in your absence, your Sr., or Jr. Vice?

2022-2023 Circle of Champions

11. Did you or others from your Auxiliary attend District meeting and or District events? How many did you or a representative attend and what did you attend (meeting/event).

12. Did the Auxiliary Secretary submit a copy of the Regular Monthly meeting minutes held in August or September 2022 by the established deadline as required? _____ (If not why):

13. Did you, as Auxiliary President, use the "Building on the Foundation" training guidebook or any other resources found on the National or Department websites? Please explain.

Did you find that any of the resources used help to strengthen your Auxiliary? Explain how

14. Did you, as Auxiliary President, attend a training session on Organization Knowledge (e.g., Bylaws, Ritual and Booklet of Instructions) at a Department meeting? Date attended? (If not, why & who attended in your absence)

Note: the Department President will consider personal observations, or other Department Official Representatives' observations, and/or any communications received from other members regarding the performance and/or leadership of the Auxiliary President, in determining the Circle of Champion results.