



Veterans of Foreign Wars Auxiliary

Guidelines for District President for Auxiliary Official Visit

- Initiate the Auxiliary Official Visit process with the VFW Auxiliary President to attend a regular business meeting by sending out the completed Letter of District Official Visit Auxiliary Notice **with the Guidelines for VFW Auxiliary President** (attached).
- Inform the VFW Auxiliary President of any guests who will be attending, or of any special needs.
- Three (3) days prior to visit date call or email the President to reconfirm your visit and to obtain his or her cell phone number or phone number of meeting site should you need to contact him or her in route to your Official Visit.
- Be punctual – no excuses here. If you are delayed, please call the Auxiliary President.
- Go through each item of the Official Visit Report Form. Be sure you have a good understanding of what is presented to you.
- Sign and date each set of books presented to you by the Secretary and Treasurer after you have reviewed them and ascertained that the Trustees performed their duties per Article VIII Sec. 814.
- Proof of a bond for the President and Treasurer must be in the Secretary minutes book **and** in the possession of the President.
- Sign the last page of the last minutes if in a three-ring binder and roll call book for current term. Same for items of Treasurer; sign or initial all items you requested in your visit notice letter.
- Sit anywhere you wish at the start of the meeting. The Auxiliary President will have you escorted or will ask you to take a seat to his or her right as soon as you are introduced to the members.
- Follow along with the Order of Business as prescribed in the Ritual section of the Podium edition for Traditional, Contemporary or Roundtable meeting.
- Make notes on Programs covered, etc. Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement. (This is usually done at the good of the Order of Business). **OFFERING** a solution will lead to progress. **Thank** Auxiliary members for their work and contributions to programs and obligations. **Thank** them for their hospitality.
- **Complete** your visit report before leaving and give a copy to the VFW Auxiliary President and send one to Department President. (Send to Department Headquarters and the Department Chief of Staff - optional) **seven (7) days from date of visit**).

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BRING WITH YOU

- Current National Bylaws, Podium edition
- Roberts Rules of Order, current edition
- Current National Program Book
- Department Program Book
- Membership Update
- Update from Department showing pertinent information of Auxiliary reporting habits **and** donation status
- Department events and meeting dates, roster of Department and District Chairmen
- Pen and Paper for Notes