

## Chief of Staff

### Extension & Revitalization

As always, the goal of the National Organization is to maintain our current auxiliaries. My job as Chief of Staff is to assist any auxiliary that is having problems and/or not meeting the requirements of the National Auxiliary.

There are 5 requirements that each Auxiliary should meet:

1. You must have at least 10 business meetings per year. At least 5 members of good standing must be in attendance to have a quorum.
2. Dues should be paid by at least 10 members by February 1 of the current year.
3. Quarterly Audits by Trustees must be completed and submitted to the Department Treasurer on time. Try to take advantage of the Early Bird Audit program.
4. Officers must be elected, installed and reported to National no later than June 30. This will generate your Bond application.
5. The offices of President and Treasurer must be bonded no later than August 31 and preferably by July 31. Please contact myself or the Department Treasurer if assistance is needed.

Further information can be found at [www.vfwauxiliary.org](http://www.vfwauxiliary.org) under Member Resources. The Healthy Auxiliary Toolkit has many helpful tools. You can also call or email me. I will work with you so that you feel comfortable and that your Auxiliary is healthy.

I am also available if a Post is interested in starting an Auxiliary. Have the Post Commander contact me.

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