



The Checklist:

What the Auxiliary President needs for a meeting

- Current Podium Edition of National *Bylaws, Ritual and Booklet of Instruction*
- Current *Department By-laws and Standing Rules*
- Current *Auxiliary By-Laws and Standing Rules (If Applicable)*
- National Program Book (available for download in MALTA/Member Resources)
- Department Program Book (Available for download at vfwauxsc.org Under the President Bio.)
- Order of Business/Agenda prepared with the assistance of Secretary and Treasurer prior to meeting
- Chairman Reports to be distributed prior to meeting
- Arrive early to check that the room is prepared for meeting:
 - Charter
 - Gavel
 - Altar Cloth
 - Bible
 - Flag stands properly placed
- Start and end the meeting as scheduled.
 - A clock on the podium will help achieve the suggested one-hour time. Hint: Set a timer!