



Healthy Auxiliary Checklist

Department of South Carolina

Auxiliary To-Dos and Deadlines

What Your Auxiliary Needs to Do:

Deadline:

Election of Officers, and Delegates and Alternates.

○ April 30

Installation Report forwarded to Department and National Headquarters.

○ May 15

Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.

○ July 31

Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.

○ Within 30 days of assuming the office of President

District Dues - Based on June 30 membership of prior year. (If applicable.)

○ September 30

Audit Reports

Period 1/1 – 3/31 completed by 4/30

Period 4/1 – 6/30 completed by 7/31

Period 7/1 – 9/30 completed by 10/31

Period 10/1-12/31 completed by 1/31

○ Approved Audit to Department Treasurer
Period 1/1 – 3/31 due by 5/31
Period 4/1 – 6/30 due by 8/31
Period 7/1 – 9/30 due by 11/30
Period 10/1-12/31 due by 2/28

Project, promotion, and/or donation in National Programs. See the National Program Book for goals, awards and more information.

○ See the National Program Book and your Department Program Book for deadlines.

Minimum of ten members paid in order to maintain charter.

○ February 1 of the current year

Hold at least ten business meetings per year.

○ Between July 1 and June 30



VFW Auxiliary Meeting Challenges & Solutions



Challenge

Members do not know when the meeting is scheduled.

Solution

The day of the month, time and location of the meeting is voted on and approved by the members. The presiding Officer closes the Auxiliary business meeting with "The next business meeting will be..."

Other suggestions for contacting members are telephone calls, texts, email, newsletters or postcards. If your Post and/or Auxiliary has a website, display this information front and center. Consider a Facebook page for your Auxiliary, an excellent (and FREE!) way to inform members and increase public awareness.

Our meetings are too long.

A prepared Order of Business/Agenda can help a meeting start and end on time. Business that can be transacted formally, such as making a motion and voting, keeps distractions at a minimum. If an event requires more discussion, invite members to stay after the business meeting for further discussion within.

Have a white board or separate piece of paper to create a "Parking Lot" to hold issues that need to be discussed in depth later. This will table an issue and keep the meeting focused on the business at hand.

Consider the option of a roundtable or contemporary meeting. See the Ritual for guidelines.

Auxiliary Officers who know their roles and duties beforehand will also help the meetings run smoother.

There is no agenda.

The Ritual provides detailed outlines for conducting an official Auxiliary meeting. Prior to the meeting, the Auxiliary President can meet with the Secretary and Treasurer to draw up an agenda containing projects to be discussed, motions to be voted on and any other business. A written agenda will keep the meeting on track as the President moves efficiently through the unfinished and new business.

Challenge

There is too much socializing.

Certain members speak too many times.

Members see no reason to come or do not feel needed or involved.

We do not seem to get anything done for our veterans.

There is lack of respect for other members and too much gossip.

Solution

If socializing is an important part of your Auxiliary meeting, reserve a half hour prior to or a half hour following the scheduled meeting for socializing. A designated social time allows the new and seasoned members to get acquainted, share ideas and enjoy one another's company. Scheduling social time fills this need while being courteous to members who prefer to attend meetings for the business session only.

Leadership of the President can help with membership participation. Encourage members to express their views while being respectful of everyone's input. Limit conversation to the topic at hand.

Increase involvement by asking members to attend. During an Auxiliary function is the perfect opportunity to ask a member to participate or provide them with a "job." It feels good to be needed. Mentor a new member – offer to pick them up for a meeting or an event. Your personal contact will make a difference. An Auxiliary newsletter or email are other communication tools to request volunteers. Each member has their own special talents; encourage and utilize their contributions.

Our National VFW Auxiliary Programs have veterans, their families and member-driven objectives. Educating members on these Programs will create awareness and enthusiasm toward Program goals. Auxiliary Chairman promotions and projects help provide Program awareness and participation. Two communication tools available to all members are the e-newsletter with sign-up through the National VFW Auxiliary website, which allows all members to read the latest information and ideas from the National Ambassadors in regard to their Programs.

A good leader will set the dynamic of the meeting. Effective leadership techniques and a positive manner from the Officers and Chairmen will help alleviate the negative. Being diplomatic and fair to each member's comments and/or concerns is key.



Health Checkup for Your Auxiliary Member Questionnaire

1. Why are you a member of the VFW Auxiliary? _____
2. Do you volunteer for, or offer financial support to, any of the National Programs:?
YES **NO**
3. If you answered "YES", to question #2, what do you do and why? _____
4. If you answered "NO" to question #2, please share the reason why. _____
5. Do you feel our National Programs benefit our local veterans, their families, and our own members? _____
YES **NO**
6. If you answered "YES", to question #5, what do you do and why? _____
7. If you answered "NO" to question #5, please share the reason why. _____
8. Are there activities you would like to see in this Auxiliary and are you willing to plan and participate? _____

9. Is the monthly business meeting conducted at a time that is suitable for you? **YES** **NO**

If not, what time would you like to see the meeting scheduled? _____

10. Is the monthly meeting length appropriate for the business conducted? **YES** **NO** Why?

11. Do you have ideas on how to increase meeting attendance? _____

12. What do you feel would bring new members into our organization? _____

13. Where do you see the VFW Auxiliary ten years from now? Will you still be a part of it? _____

14. Any questions, concerns or ideas not covered previously on this questionnaire? _____