

## **Chief of Staff, Extension & Revitalization**

### **Bulletin #1 ----- August 6, 2022**

Our objective this year is to work with and maintain our current Auxiliaries. We do not want to lose one Auxiliary as we bring in another. I will be assisting any Auxiliary that is not meeting the requirements of the National Organization.

The National Organization requires 5 things from each Auxiliary:

1. You must have at least ten business meetings per year. At least five members in good standing (of your Auxiliary) are needed to have a quorum for each meeting.
2. Dues should be paid for at least ten members on or before February 1 of the current year.
3. Quarterly Audits by Trustees must be submitted on time. Please 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 generates your Bond application.
5. The offices of the President & Treasurer MUST be bonded by August 31. Please contact me immediately if you need assistance.

An Auxiliary is in danger of losing its Charter when they are unable to meet the 5 Essentials of an Auxiliary listed above.

Suspensions are used in certain cases to give Auxiliary members a chance to fulfill their duties and continue with their mission of serving veterans, service members and their families. Please know that being placed on suspension is not negative. It is not labeling your Auxiliary as a “bad Auxiliary.” It simply means there is some work that needs to be done to get your Auxiliary where it needs to be. A team appointed by the Department President to mentor, educate and listen will help bring your Auxiliary back to health.

Chiefs of Staff are there to help Auxiliaries maintain their Charters, continue to be healthy Auxiliaries and to proceed under the direction of the Department President to ensure all resources are utilized.

Know what you read and what is written using the following words found often in our National Bylaws:

**MAY:** Past-tense verb of might, used to indicate: 1. Possibility 2. Permission

**MUST:** Verb used to indicate: 1. Obligation 2. Probability or certainty Noun: 1. Something that is required

**SHALL:** Verb used to indicate: 1. At a future time 2. Determination, obligation or intention

**SHOULD:** Past-tense verb of shall, used to indicate: 1. Obligation 2. Probability

### **AWARDS FOR MEMBERS - National**

1. \$25 VFW Store Gift Certificate to one member in each of the four Conferences who assisted the Department Chief of Staff in nurturing/strengthening a struggling Auxiliary and utilized Building on the VFW Auxiliary Foundation in their efforts. The Department Chief of Staff is to complete and submit the nomination form (required) available at [vfwauxiliary.org/resources](http://vfwauxiliary.org/resources) to the National Chief of Staff by April 30, 2023. Winners will be announced and awards presented at the 2023 National Convention in Phoenix, Arizona.

Remember if you need any assistance with your Auxiliary, please contact President Beth Tufts or myself and we will do our very best to help you.

Roxanne Ohar

Chief of Staff – Extension & Revitalization Chairman

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