

SECRETARY

An Auxiliary is a team and the Auxiliary Secretary is an integral part of the team. You are the assistant to the President and all member. The success of our organization relies on the quality of leadership and team work of your Auxiliary. The Secretary of the Auxiliary is authorized to use Malta to maintain member and Officer information on his/her Auxiliary. Malta is accessed at malta.vfwauxiliary.org. First time users must select "Activate Account" and follow the instructions. From your Secretary's **Duties** tab, you can view members and update their information, record deceased, print out labels for all your members, dues notices for all your members, and also enter National delegates and your installation report each year following the election. Familiarize yourself with the Ritual for the order of business, the National Bylaws for your duties and the Booklet of Instructions for suggestions and details. The following taken from Demeter's Manual may be helpful.

Purpose of Minutes: Minutes are recorded and read for three (3) main reasons:

1. To refresh the memory of the members who attended the last meeting.
2. To inform those who were absent.
3. To compile a history of the organizations' acts and accomplishments.

Essentials of Minutes: The Secretary is not required to include in the minutes all that takes place at meetings. Generally speaking only decisions should be recorded. **A record is made of what is done, not what is said.** Lengthy or detailed minutes are not necessary. The following constitute the most essential points for inclusion (others are not excluded):

1. Kind of meeting (regular, special, etc.)
2. Name of Organization.
3. Date and place of meeting, also presence of quorum (number of members present).
4. Names of substitute Officers.
5. Action taken on minutes of last meeting.
6. Main motions and resolutions, whether adopted or lost.
7. Name of proposer of a motion (person who seconded, if required).
8. Brief report of Officers and Committees.
9. All required previous notices such as notice to rescind, to

reconsider, all proper points of order and appeals, and all votes taken by hand or rising, ballots, roll call.

10. Any other action or proceeding worthy of record.
11. Social or other events of the meeting occurring before, during or after the session, including names of guest speakers therein may be included for the record.
12. Hour of meeting and adjournment.

A Secretary may tape the minutes of the meeting to supplement his/her notes. The recorder must be in full view of the members and may not be used if any member objects. The tapes may not be distributed to those who did not attend the meeting and may not be used for any purpose other than to ensure the accuracy of the minutes. Individuals may not be allowed to tape the meetings for their own personal use. (See Booklet of Instructions.)

Other items of importance are as follows:

- See that all application forms are correct and completed in **detail**.
- Notify the Auxiliary from which a member has transferred.
- Update Malta or notify Department and National with the name changes and/or address changes of the Auxiliary President, Treasurer and Secretary **immediately**. (Changes to named Treasurer must be made by National).
- Ensure all bills are presented to the Trustees for determination of their action.
- Obtain copy of Treasurer his/her report which includes all receipts and disbursements and the breakdown of all funds and incorporate into the minutes to be read.
- Incorporate the quarterly audit report into the minutes.
- Keep all Auxiliary files updated according to the retention schedule adopted by your Auxiliary in accordance with the National Bylaws, and suggestions of Department for Committee Reports, etc. A suggested retention schedule is available from the Department Office which was compiled from National regulations and State laws.
- All communications are grouped under one heading (Read letters from National first, then Department letters to be followed by District communications, Post and Auxiliary communications and finally thank you notes, cards and correspondence from other organizations. **(NOTE: National General Orders do not need to be read as each member receives a copy of the VFW National Auxiliary magazine.)**
- **Any General Orders** from **Department** are official and must be read at meeting before being filed for reference. All other communications

from National and Department are also official and should be read at once. If the communications require action, such action taken is to be recorded in the minutes.

- The Secretary shall affix the seal of the Auxiliary to all communications. Should an Auxiliary have but one seal, he or she shall make it available for the use of the Treasurer. Date all communications and sign your name in **ink**. With each signature, give your full name, address, Auxiliary name and number.
- In late March or early April, you as Secretary, will receive the "Warrant" and Installation form authorizing installation of your newly elected Officers for the preceding year. It is the responsibility of the Auxiliary Secretary to make sure these Installation Reports are completed and entered into the National "Installation Reports" section in Malta or that and a copy sent to the Department office. **If your officers are not entered before June 30, the Auxiliary will be suspended on July 1** and your newly elected President will not receive any correspondence from National Headquarters unless the report is entered in the system.

Secretaries can be greatly assisted during the meeting if your President will ask the Chairmen to give copies of their reports to the Secretary. This will give the Secretary a **"break"**, help him or her catch up, and will be a time saver.

NOTIFICATION OF TRANSFER

DATE _____

To: Secretary of Auxiliary No. _____

Sister/Brother _____
_____ Member ID # _____ from your Auxiliary
has requested a transfer, and has been accepted into our Auxiliary No.
_____.

Secretary, Auxiliary No. _____

Note: As directed by National Bylaws, Section 106A

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DATE _____

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Sister/Brother _____
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_____.

Secretary, Auxiliary No. _____

Note: As directed by National Bylaws, Section 106A.