

Department Chief of Staff / Mentoring for Leadership

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January Promotions

Happy New Year, District Presidents, Deputies Chief of Staff, Auxiliary Presidents and all members.

We are halfway through the reporting year; I hope you are finding everything you need to know about on the Department Website. District Presidents: you should be coming to the end of your Official Visits. District Presidents: in the case that you are returning to an Auxiliary for a 2nd time, please ensure that the Auxiliary is healthy.

You should be completing your 2022-2023 Auxiliary Official Visit forms within 7 days of your visit. Please make sure you send copies to the Department President, Department Chief of Staff and Department Secretary. Auxiliary Presidents: if you're having any issues, please make sure you note the issues. If you need assistance we can help strengthen and make improvements. Remember to use your "Resources" vfwauxiliary.org/resources. Your Auxiliary should be working on the Healthy Auxiliary Checklist, for example:

- 1. Auxiliaries: submit your Quarterly audits annually and the dues of at least ten members must be paid on or before February 1 of the current year.**
- 2. Finish paying obligations and donations.**
- 3. Auxiliaries: please make sure all proper tax filing is completed.**
- 4. Sharing information effectively. Communication is the key to success with your Auxiliary. Reaching out for a helping hand is a great start -- sharing the knowledge. Remember "Building on the VFW Auxiliary Foundation" vfwauxiliary.org.**
- 5. Holding regular Auxiliary business meetings: we are required to hold 10 business meetings per year. an Auxiliary meeting requires a minimum of 5 members in good standing to make a quorum.**
- 6. Start sending out your dues notices to your annual members.**
- 7. Submitting reports on your donations and obligations made.**
- 8. District Presidents: you will be asked to report on the actions you have taken to help educate your Auxiliaries, such as Schools of Instruction you**

have held, number of Auxiliaries you have visited, number of Districts you may have attended, District functions as well you have hosted or attended.

9. Your leadership role: inspire, educate, and motivate others, assist in educating Auxiliaries on the importance of reporting.
10. **RETENTION: District Presidents:** Auxiliary Presidents have first-hand knowledge of their Auxiliaries. It is important that they communicate with your Department President and COS to identify areas of concern. When identifying a problem, the District President and or/ his or her Deputy can work with that Auxiliary to rectify the situation. Keep them engaged, recognize any achievements the Auxiliary has obtained.
11. **USING PROPER CHANNELS:** Matters of concerns, those concerns, problems, etc., of an Auxiliary may be addressed to the District President who will take concerns directly to the Department President for his / her consideration. If the concern is regarding the District President, an Auxiliary President may go directly to the Department President. The Department President decides who should be assigned to handle the concerns. If warranted, the Department President may address it to National President for his or her consideration.
12. **SUSPENSIONS, CANCELLATIONS, AND CONSOLIDATIONS:** Every Auxiliary's goals should be to meet the 5 Essentials, so members can begin serving veterans and their families in all the wonderful ways that we can. Deputy COS are there to help assist Auxiliaries maintain their charters, continue to be healthy. Auxiliaries are to proceed under the direction of the Department President to ensure all resources are utilized. An Auxiliary is in danger of losing its Charter when it's unable to meet the 5 Essentials of a Healthy Auxiliary. 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 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. Cancellations can only be done by the National President, with or without the recommendation of the Department

President. If a VFW Post closes or consolidates, Auxiliary National Headquarters will be notified. ONLY AFTER THIS NOTIFICATION can the process for closing or consolidating begin. Be sure to wait for directions from National Headquarters before taking any action.

Check the Department website reach out to your check with your District Chairman see if they need any type of assistance filling out the online report forms.

Auxiliaries: please be encouraged:

- 1. Earn extra credit toward the Circle of Excellence: file taxes with the IRS 990 and the Franchise Tax Board 199N before the Deadline**

ARE YOU SMARTER THAN A 5TH GRADER?

- 1. Name two essentials of an Auxiliary?**
- 2. Name two tools included in The Healthy Auxiliary Tool Kit?**
- 3. What majority vote does a VFW Post need to have an Auxiliary?**
- 4. What can you give to an auxiliary member for an outstanding job in supporting the Programs and goals of the VFW Auxiliary?**
- 5. Who inspects and makes the assessment to confirm an Auxiliary is in good working order?**

Answer the above questions and send your answers to the Department Chief of Staff for a chance to win a raffle.

Hint: Utilize your Extension & Revitalization material/resources located behind your MALTA login.

MENTORING for LEADERSHIP

Mentors: what is your plan to share all that experience and knowledge you have stored away for over many years? Have you planted the seed of knowledge so it can be shared to other members of our VFW Auxiliary? We as members have a responsibility to this organization to educate and involve members. Mentors are not only long-time

members, but they are also well-seasoned. Mentors are members who have knowledge and abilities we do not have. We have members that are very 'tech savvy' and they can teach us PowerPoint, Zoom, Facebook, Tik Tok and so much more -- even how to do an Excel spreadsheet. Let THEM mentor YOU. Mentoring is all about sharing our knowledge to keep making this organization and VFW Auxiliary great as we continue to RESPECT the past and EMBRACE the future. Let's teach each other "ONE TEAM" "ONE HEARTBEAT." Keep up the good work, be kind and remember that we have "Hands that Serve, Hearts that Care."