

**Chief of Staff**  
**Extension & Revitalization**  
**Joyce Bilyeu, Department Chairman**

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As the Department Chief of Staff and Extension & Revitalization, it will be my responsibility to work with each District Deputy Chief of Staff and Auxiliaries to provide guidance, resources, and tools needed to ensure Auxiliaries are functioning in a healthy manner. It will be my duty to educate District Presidents and their Deputy Chief of Staff on how to recognize red flags that may lead to problems in and Auxiliary.

We really need to keep the lines of communication open so we can assist auxiliaries that might be struggling. It is important to work with auxiliaries that are struggling early on so we can support them throughout the year. Below is a list of some of communication tools you will be able to access:

1. There will be a Facebook group page just for District Deputy Chiefs of staff where we can discuss issues, talk about what is going good, exchange ideals, and how we can support one another.
2. We will hold quarterly check-in zoom meetings (more is necessary).
3. Monthly promotional materials will be sent out to each of you so you can share with your Auxiliaries.
4. There will be information about our program on the CA Website and Social Media.
5. You will be able to find information on the website monthly blog to also help keep you informed.
6. We will also chat by phone, email, text etc. to ensure all your questions are answered.

Extension & Revitalization is a two-part program: instituting new Auxiliaries and assisting troubled ones. It does not do any good, on any level, to bring in a new Auxiliary in the front door only to have one go out the back door. This year we will work together to save what we have and grow new and well-functioning Auxiliaries.

There are four (4) main goals we will focus on this year:

1. Maintain and Strengthen Current Auxiliaries
2. Present to Unaffiliated Post
3. Establish New Auxiliaries
4. Recognize Red-Flag Auxiliaries

**Maintain Current Auxiliaries:** There are many resources that the National Organization has developed for members to use, including tools available on the Online Auxiliary Academy and in MALTA Member Resources. For example, The Healthy Auxiliary Toolkit includes seven (7) resources to assist Auxiliaries in identifying and solving issues.

Building on the VFW Auxiliary Foundation: This tool is a good resource to educate members on all aspects of the duties of Officers at all levels, how to be a Chairman, the way to reporting, and other valuable information.

### **Did You Know?**

The National Organization requires only five (5) things of an Auxiliary:

1. Auxiliaries should have at least ten (10) business meeting per year. (Sec.210) Five (5) members in good standing (of that Auxiliary) shall constitute a quorum for the transaction of business. (Sec 212).
2. Dues should be paid by at least ten (10) members on or before February 1 of the current year. (Sec. 207).
3. Quarterly Audits by Trustees must be submitted. (Sec. 814)
4. Officers elected, installed and reported to National Headquarters no later than June 30. This generates the bond application via email. (Sec. 804! and 806A).
5. The offices of President and Treasurer MUST be bonded by August 31.

Revitalize and Rejuvenate: Since District Presidents and /or their Deputy Chief of Staff have first-hand knowledge of their Auxiliaries. It is important that they communicate with the Department President and Chief of Staff to identify areas of concern (**red flags**). However, it is just as important to make sure to identify the strengths of the Auxiliary and to recognize those strengths and achievements. Every member needs to feel that their involvement is important and making a difference.

### **National Awards:** Awards for Members.

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.

\$25 VFW Store gift certificates will be mailed directly to the winning members from National Headquarters after National Convention.

### **Awards for Departments and Department Chairmen:**

1. \$25 VFW Store gift certificate to one Department Chief of Staff in each of the 10 Program Divisions for the best guidance and advice. Winners will be announced and awards presented at the 2024 National Convention in Louisville, Kentucky.
2. Outstanding Performance Award in each of the 10 Program Divisions based on the criteria listed in the National Program Book and for the promotion of the Program goals listed at the top of the page. Winners will be announced and awards presented at the 2024 National Convention in Louisville, Kentucky.

### **Department of California Awards: Deputy Chief of Staff Program Awards**

1. Citations to all District Deputy Chiefs of Staff for participation in this Program.

2. Award for the most effective promotion and implementation of goals of the Program, using the Auxiliary tools on the National website. This must include the following:
- *Number of Auxiliaries participating* \_\_\_\_\_
  - *Number of "Good Job" Awards presented by Auxiliaries* \_\_\_\_\_
  - *Number of presentations given to 'bachelor' Posts about starting an Auxiliary* \_\_\_\_\_
  - *Number of Auxiliaries instituted after giving a presentation to an unaffiliated Post* \_\_\_\_\_

**Awards include:**

- \$100 to the outstanding/first place District Deputy Chief of Staff in the Department.
- \$75 to the second place District Deputy Chief of Staff.
- \$50 to the third place District Deputy Chief of Staff.

**Department Legacy Awards:** A Legacy Award will be awarded to one Outstanding Auxiliary Chairman for best Performance in the Chief of Staff/Extension & Revitalization Program.

Please feel free to contact me anytime via text, email, or phone at the following:

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Looking forward to working with each of you. Remember that  
***"Together We Are Stronger For Veterans".***