

UNWAVERING SUPPORT



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## Veterans of Foreign Wars Auxiliary

### Guidelines for Auxiliary President for Official Visit by District President

Expectations for your VFW Auxiliary Official Visit depend upon your perspective. Perspectives differ between the District President traveling to an unfamiliar Post Home and the VFW Auxiliary President anxiously awaiting her District President to observe what goes on at the Auxiliary meeting. Below, you will find the basics of an Official Visit and how this Visit may be a positive experience.

#### BEFORE THE VISIT

Confirm with the District President the day, date and time for the Official Visit upon receipt of Your Official Visit Notice.

- Confirm with him/her any meals and if he or she is bringing any guests.
  - If a meal is served prior to the meeting, do allow the one (1) hour time for the actual review.
  - If a meal or dessert is served after a meeting, please be considerate of the hour.
  - If refreshments are not being served, let District President be aware of this as he or she may be coming directly from their workplace and/or traveling a great distance.

*Please see to it that the District President is introduced to the VFW Post Commander (if he/she is on the premises and available) prior to the start of the visit.*

#### MEETING ROOM

- If the Conductor/Conductress is **not** present prior to arrival of District President, the Auxiliary President sees to setting up the meeting room seeing to the placement of the U.S. Flag, banner, and Patriotic Flag (POW/MIA flag or chair cover if your Auxiliary uses one), altar cloth, Bible and chairs according to style of meeting members **voted to have** (Roundtable, Contemporary or Traditional).
- The District President will sit to the right of Auxiliary President **after** being introduced by the Auxiliary President. (Conductor/Conductress should escort him or her to his or her place prior to the introduction).

#### AGENDA AND GAVEL

- Follow the agenda (Auxiliary Order of Business). Roundtable, Contemporary and Traditional meetings are located in the Ritual section of the *Podium Edition: Bylaws and Ritual*. Prior to your meeting night work up an agenda of items to be brought up in your meeting.
- Have the gavel present as an emblem of authority, but use it according to the Bylaws and with discretion.

## **BOOKS OF SECRETARY AND TREASURER**

- Make sure these books are on hand and up to date. (Include books for Bingo if it is an activity of your Auxiliary. Books and banking information should be present as well as savings book/statements and/or CD statements.
- **All items** listed under Secretary and Treasurer are to be made available for District President's visit.

## **CHAIRMEN'S REPORTS**

- If a Chairman is absent, the Auxiliary President should give a brief report on that program describing the participation of your Auxiliary and its members.

*Under the Good of the Order – the Auxiliary President will present the District President to the membership for his or her remarks.*

## **AFTER THE MEETING**

- Make sure the District President has what her or she needs in order to complete their Official Visit report of your Auxiliary.
- Offer to see him or her to their car.
- If not done prior to start of the visit, this would be a good time to have the District President to meet the Post Commander if he or she is available now.
- The District President **will** present a copy of the completed visit report to Auxiliary President before leaving the meeting place.

## **IN YOUR BRIEFCASE**

- Current National Bylaws, Podium edition
- Roberts Rules of Order
- Current National Program Book
- Department Program Book
- President and Treasurer's Bond
- Department Roster
- Gavel
- Pen and Paper for Notes
- Agenda (list of items from unfinished business and ideas to bring up for discussion under new business)

*Should the Treasurer and/or Secretary be unavailable for the visit – it is your responsibility to see that all items listed on visit notice are in your possession and presented to District President for his or her signature.*