

**Chief of Staff /
Extension & Revitalization / Mentoring for Leadership
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The Department Chief of Staff / Extension & Revitalization / Mentoring for Leadership plays an important part of our success of our Department in achieving our goals. I'm looking forward to working closely with each District Deputy Chief of Staff, to serve our veterans and their families, building our membership, providing guidance where it's needed using our resources, and the "Healthy Tool Kit" to make sure our Auxiliaries are functioning in a healthy manner. The Extension & Revitalization Chairman must be knowledgeable in all facets of our Auxiliary including Bylaws, Programs and promoting Mentoring for Leadership. District Presidents: work closely with your Deputy Chief of Staff to recognize RED FLAGS that may become an issue. The Department Chief of Staff is the Department President's assistant, keeping her informed of any issues that may be going on within the Department.

MAIN GOALS:

1. Mentoring for Leadership
2. GREEN LIGHT – YELLOW LIGHT – RED LIGHT
3. Maintaining Current Auxiliaries
4. Essentials of an Auxiliary
5. Establishing New Auxiliaries
6. CARE

Promote: "Building on the VFW Auxiliary Foundation" and using the resources in MALTA.

The Extension & Revitalization Program helps every member become knowledgeable of the programs preparing us for leadership roles.

Mentoring For Leadership: Train and educate: extend a helping hand to your new members, keep the lines of communication open, keep them motivated have a listening ear. Always show respect for one another. Ask them what they would be interested in doing -- mentor them and take care of them. The CARE concepts:

C – Catch the members when they first join.

A – Ask them to participate.

R – Remember what it felt like to be new.

E – Engage them in a Program that fits them.

GREEN LIGHT – YELLOW LIGHT – RED LIGHT:

Auxiliaries who are at the Green Light are healthy Auxiliaries.

YELLOW LIGHT:

Auxiliaries are showing a 'caution light.' District Presidents: please be honest in your reporting in your visit to an Auxiliary on any concerns. Examples: no new members, members not attending meetings and communication and respect has gone by the wayside, not attending District meetings nor training. When the caution light is on, the Department Chief of Staff and Department President will monitor the Auxiliary and be ready to act in assisting all concerns and problems. That's the time that MENTORING comes into play, with the hope of avoiding suspension. REVITALIZATION is important.

RED LIGHT:

Suspension: this means it is time to look back and regroup because there's work needed to be done to help make the Auxiliary stronger and better than before, helping in all areas of concern.

EXTENSION: Establishing New Auxiliaries

It is important to reach out to unaffiliated Posts in instituting new Auxiliaries. An Auxiliary cannot exist without a Post and there must be a 2/3 vote of the Post to get an Auxiliary. Ask for permission to address the Post Comrades to explain the benefits of having a VFW Auxiliary. The Department appoints the official organizer of that new Auxiliary. The organizer must be an Auxiliary member, and may use two others to assist who are knowledgeable with Auxiliary work and business to help with training and mentoring the new members. The organizer and the team members work closely with that Auxiliary for at least a year, or until they are ready as an Auxiliary in good working order -- meaning healthy.

A minimum of 15 eligible applicants must be on the Charter application. Transfers are accepted at the close of the institution just prior to the installation of the newly – formed Auxiliary.

The Department Chief of Staff:

- Assists in talking points.

- Membership applications
- When and how to collect dues.
- Assist in filling out official paperwork.
- Making sure that the deadlines and filings are in a timely manner.

Maintaining Current Auxiliaries:

The National Organization has developed many resources for members – these tools are available in MALTA:

1. “Healthy Auxiliary Checklist”
2. “Healthy Auxiliary Member Questionnaire”
3. “Auxiliary Meeting Clinic”
4. “Communication phone/Text Tree”
5. “Good Job Certificate”
6. “Healthy Auxiliary Certificate”
7. “VFW Auxiliary Mentoring Guide”
8. “Building on the VFW Foundation” educates members about the duties of officers at all levels, and why reporting is important as a Chairman.
9. Work with your Membership Chairman to help your Auxiliary grow, and become Healthy (‘No new members’ is a true RED FLAG). See Membership in MALTA Member Resources.

5 Essentials of an Auxiliary:

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

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

REMEMBER TO USE OUR RESOURCES:

1. “Building on the VFW Auxiliary Foundation”
2. “Healthy Auxiliary Tool Kit”
3. MALTA – Extension & Revitalization

Awards for Departments and Department Chairman

1. \$25 VFW Store gift certificate to one Department Chief of Staff in each of the 10 Program Divisions for the best promotion of mentoring and / or training to educate their VFW Auxiliary members on the duties of the Officer roles to ensure the future of the VFW Auxiliary.
2. The Outstanding Performance Award and Second – Place Outstanding Performance Award will be awarded in each of the 10 Program Divisions based on the criteria listed on Page 5 in the National Program Book and for the promotion of the Program goals listed at the top of Page 24 in the National Program Book.

Winners will be announced and awards will be presented at 2025 VFW Auxiliary National Convention in Columbus, Ohio.

Awards for Department of California: Chief of Staff

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 _____
 - Number of presentations given to unaffiliated Posts on starting an Auxiliary _____
 - Number of Auxiliaries instituted after giving a presentation to an unaffiliated post _____

Awards:

- \$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 Mentoring for Leadership Legacy Award will be awarded to one Auxiliary Chairman for the best promotion in the Program.
- A Chief of Staff Legacy Award will be awarded to one Deputy Chief of Staff / Auxiliary Chairman for the best promotion in the Program.