

Chief of Staff and Mentoring for Leadership Programs

September Promotion

Hello, District Chairmen, Deputies Chief of Staff, and Mentors All,

District Presidents:

- Please ensure you are utilizing all of the resources available to you from the National Website when scheduling your Official Visits to the Auxiliaries in your District. Be sure to coordinate the dates and times well in advance, and be flexible in rescheduling if needed. You can use the enclosed “District President Official Visit” form or communicate by other means you may already be using. If you provide the enclosed “Guidelines for Auxiliary President for Official Visit by District President” to your Auxiliary Presidents, you will help them be better prepared. You may find it useful to prepare yourself by reviewing the enclosed “Guidelines for District President for Auxiliary Official Visit,” as well. Using these resources (<https://vfwauxiliary.org/resources/>, then select “Chief of Staff” and then “Official Visit Communication”) will help your Official Visits be the most productive.
- As you find yourself at your Auxiliaries for your Official Visit, be sure to have “Good Job Award” cards or citations with you. We are all volunteers and many don’t hear “Thank You!” often enough for all the good works they do. I have enclosed an example, and there are more on the Website’s “Good Job Awards.” If someone gives a good report on a program, give them a “Good Job” card.
- You can be a powerful example of what mentoring looks like – at your Official Visits, ask to be introduced to the newest member in the room and take a moment to learn a bit about the new member – why they joined—and then find out what experienced person has been assigned to sit with the ‘newbie’ to help explain things as the meeting goes along. Your example can go a long way toward encouraging mentorship by pairing the more seasoned members with the new members.

Remember be honest on your Official Visits to your varies Auxiliaries. THE RED LIGHT meaning there a possibility of some problems. THE YELLOW LIGHT the Caution pay closer attention. THE GREEN LIGHT is a HEALTY AUXILIARY.

District Deputies Chief of Staff and Mentoring for Leadership Chairmen and Mentors:

- Help your District Presidents by facilitating and attending the Official Visits in your District. Be available for coaching when someone is new to a position and

maybe needs a little gentle guidance or advice. Be a cheerleader for each Auxiliary's members and help your District President find out who may be deserving of a "Good Job" citation – help show them the gratitude and respect they are due for the various tasks they are doing that help promote our cause: improving the lives of veterans and their families.

- Deputies: make sure you 'have your President's back' by knowing his/her job as well or better than the District President does and be positioned to help him/her if they happen to miss a step or overlook some detail. If you ask about something you noticed that may be amiss, the District President should be grateful that you spoke up and you should be prepared to offer a helpful suggestion to promptly fix the item. Also: remember that I have YOUR back and you can always call me.
- Check with the Auxiliary Presidents to ensure audits have been completed and were approved in regular meetings before being sent to the Department office. Confirm also that they have complied with Section 810, paragraph 4, in the Bylaws by providing the financial and membership information required to be given to the Post Commander. Be available to help coordinate a planning meeting to discuss the National Programs and how to report on each, because they are the heart-and-soul of our organization.

Finally, PLEASE remember to have fun with all of this – YOU are making a huge difference in someone's life today!

Please don't hesitate to call me if you have any questions or comments

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2024 – 2025
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