

Chief of Staff (COS) and Mentoring for Leadership (MFL) Programs July Article

Hello, Auxiliaries of California!

The Auxiliary's National leaders saw some overlapping elements and goals in these two Programs, so they put both under the same National Ambassador this year:

The Chief of Staff / Extension role centers on keeping Auxiliaries healthy by following the Bylaws, completing at least the Five Essentials needed to be in good standing, helping Auxiliaries if they are struggling with one or more of those Essentials, and establishing new Auxiliaries.

The Mentoring for Leadership Program focuses on helping members learn from each other about the different functions and roles in the organization so they can grow and be successful in supporting their respective Auxiliaries.

Both have the goal of enhancing and stimulating our Auxiliaries to grow membership and prosper as we support veterans, active service members and their families.

Let us start at the very beginning: the five Essential Basics:

- 1) Auxiliaries should have at least ten business meetings per year
- 2) Dues should be paid on at least ten members by Feb. 1 of the current year
- 3) Quarterly audits should be submitted by the Trustees
- 4) Officers should be elected, installed, and reported to National by June 30
- 5) Offices of President and Treasurer must be bonded by August 31.

Essential Basics: during July and August, each Auxiliary should:

- Get offices of Treasurer and President Bonded through National Auxiliary
- Complete April-May-June Audit; send approved copy to Department

Sounds straightforward and easy, right? So, where do you find help to do these things? There are a LOT of resources that offer help and aid with these, starting with the "Booklet of Instructions" (the yellow pages) in your Podium Book. Also, check out the Auxiliary's National website pages entitled "Programs & Publicity Resources." You can go to <https://vfwauxiliary.org/resources/> and scroll down to 'Chief of Staff / Extension' and/or 'Mentoring for Leadership.'

Psssst! Wanna know about an "Unwritten Rule" or other Auxiliary secret? We'll try to publish them here, from time to time, and provide clarity. For example, have you ever been in a meeting when a new Member is initiated or an Officer is being installed, and everyone in the room raises a hand and also recites the Member's / Officer's Obligation? Well, only the officials and the Member / Officer being sworn in should be speaking – everyone else should be silent while standing for that part of the ritual.

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I have captured some of most important websites on the attached sheet: “2021-2022 COS & MFL Resources Page.” Please feel free to copy locally, as desired. I have also attached the “Auxiliary Yearly Calendar.” This can print on both sides of a single sheet, and has important dates and events noted for each month (regardless of the year). The five Essential Basics are highlighted in red text, to help ensure you never miss a deadline. Both are also on our website. To learn more, visit our website: <https://vfwauxca.org/di/vfw/v2/default.asp?pid=95338>.

Please do not hesitate to call or write if you have a question or comment – or want to share an “Unwritten Rule” -- we are all here because “VETERANS are the fabric of our nation.”

Maddie