

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

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

Time to get going! Our year has begun, and we all need to reach out to our Auxiliaries to encourage them to get specific tasks get done and get Program initiatives underway. New Treasurers and Presidents may need a little extra help and encouragement:

New Treasurer's Guide, dated July 2021: There may be new Treasurers who might need a little help to ensure everything's completed properly: <https://vfwauxiliary.org/wp-content/uploads/2021-2022-Treasurers-Guide.pdf>. Seasoned Treasurers might benefit from a review, as well.

- New treasurers need to complete **Form 8822-B** within 60 days of assuming office and submit to the IRS: <https://www.irs.gov/pub/irs-pdf/f8822b.pdf>
- **New 2021 – 2022 Treasurer's Resources** webpage on the National Auxiliary's website with a HUGE number of "How To..." MALTA Training Videos: <https://vfwauxiliary.org/treasurer-resources/>
- **2021-2022 Bond Application, due by August 31:** <https://vfwauxiliary.org/wp-content/uploads/VFW-Auxiliary-Bond-Application.pdf>

Essential Basics to complete by August 31: 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

New Presidents might benefit from a quick review of the Auxiliary Meeting Checklist to ensure they are prepared to hold meetings that cover all needed topics while still making the most efficient use of the members' time: <https://vfwauxiliary.org/wp-content/uploads/Auxiliary-Meeting-Checklist.pdf>.

- There is a sample agenda on the National website: <https://vfwauxiliary.org/wp-content/uploads/VFW-Auxiliary-Sample-Meeting-Agenda.pdf>.

Psssst! Wanna know what advice ALL of our Past Department Presidents gave? I interviewed all of them a few years ago and they ALL said the same thing when I asked them what advice they wanted to give to the Members of California: they all said something simple, but profound: "Be kind."

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- If your President is holding a Round Table format meeting, she/he might benefit from a suggested script:
https://vfwauxca.org/uploads/Documents/Programs_2021-2022/COS_RoundTableAuxiliaryMeetingOutline.pdf.

New Deputies and Mentors might benefit from a quick review of their charters: I have a brief PowerPoint slide presentation that highlights their complementary roles. Look for it on the website here: <https://vfwauxca.org/di/vfw/v2/default.asp?pid=95338>.

- Deputies should keep an eye out for signs of struggling Auxiliaries, such as missing officers, failure to hold regular meetings or have a quorum, not submitting audits on time or not keeping the Minutes of meetings in the proper format.
- If you see something that is improper, goes against the Ritual or By-laws, or perhaps is just inefficient or unwieldy, turn it into a teachable moment and gracefully identify the error, show the proper action as noted in the Podium Book and/or suggest an acceptable alternate action. Remember to always be kind – our members are volunteers and are our most precious ‘assets.’

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 – we are all here because “VETERANS are the fabric of our nation.”

Maddie

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2021 – 2022
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