

UNWAVERING SUPPORT



FOR UNCOMMON HEROES™

Veterans of Foreign Wars Auxiliary

District Official Visit of Auxiliary Notice

Dear Madam/Mr. President _____,

I look forward to my visit with you and the members of _____.

I plan to be at your regular business meeting on _____ at _____.

You will notice that I am allowing an hour prior to the scheduled meeting time to allow for proper review of necessary documents listed below. This time gives me a special opportunity to meet you, the Secretary, Treasurer and at least one Trustee – optional but strongly recommended (please ask them to be present at the time listed above).

To assist you, please refer to the attached guidelines.

Madam/Mr. President, please have current books of Secretary and Treasurer present - even if the Secretary and Treasurer are not physically present - along with the following items:

SECRETARY

- Minutes book or Three-ring binder
 - Treasurer's report and copies of audits. All must be incorporated into the minutes
- With copy of Bond showing President and Treasurer bonded
- Folder for newsletters and/or bulletins from current District President
- List of Auxiliary Chairmen

TREASURER

- Treasurers workbook
- Treasurers check book
- Receipt book
- Membership Roster showing current transmitted members and Life members
- 990. Filing and when sent to the Dept. Treasurer

TRUSTEE

- Folder/binder of Auxiliary audits noting when sent to Dept. Treasurer

Please confirm my visit plans.

Respectfully,

_____, District President

I may be reached by phone at _____ or email at _____.

Official Visit Guidelines and Expectations

The Official Visit to the Auxiliary by the District President is necessary to see that the Auxiliary is in good working order, to communicate with the membership on the current events, programs, National Bylaws and Ritual, and any changes from the National and Department VFW Auxiliary.

Preparation	VFW Auxiliary President Duties	District President Duties
Prior to Official Visit	Coordinate with District President to schedule a date and time for the Official Visit. Confirm any meals and if any guests are coming.	Initiate scheduling process with the VFW Auxiliary to attend a regular business meeting. Inform the VFW Auxiliary of any guests or special needs.
Being Prepared	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of VFW Auxiliary Chairmen, meeting agenda and pen/paper for notes.	Current National Bylaws, Robert's Rules of Order, current National and Department Program Books, current Department communications, President's and Treasurer's Bond, roster of Department and District Chairmen, meeting agenda, and pen/paper for notes. Three (3) copies of Official Visit Report Form.
Meeting Room	Make sure that the room is set with the U.S. Flag, Banner, Patriotic Flag, altar cloth, Bible and chairs for the meeting.	Sit to the right of the VFW Auxiliary President.
Agenda & Gavel	Have an agenda/order of business to ensure the meeting is conducted according to the Ritual. Have the gavel present as an emblem of authority, but use it according to the Ritual and with discretion.	Follow along with the agenda to ensure that the meeting is conducted according to the Ritual. Make notes on programs covered, etc. Have comments. Be brief but truthful and complimentary. Always let the membership know how important they are. Have talking points on upcoming dates, events and programs.
Books of Secretary and Treasurer	It is the President's duty to see that the Secretary's and Treasurer's books are available for review. Must have available a copy of the last 990 and any other state or local filings. Copies of President's and Treasurer's bonds and copies of audits are to be incorporated into the Secretary's minute book.	Sign and date each set of books after reviewing: Signatures of Trustees of audited books; incorporation of Treasurers report(s) and audit(s) into minutes by the Secretary; proof of a bond for the President and Treasurer in the Secretary's minutes and/or record book.
Chairmen's Reports	If a Chairman is absent, have a report given on that program and describe the VFW Auxiliary participation.	Listen to each report, noting strengths and weaknesses. When called upon to comment, offer suggestions and encouragement. Offering a solution will lead to progress.
After the Meeting	Make sure the District President has what he/she needs in order to complete the Official Visit report.	Complete Official Visit report and give a copy to both the VFW Auxiliary and Department. Be honest. Report any concerns.