

**Michigan Department VFW Auxiliary**  
**CHIEF OF STAFF/EXTENSION BULLETIN**  
**May/June, 2021**  
[www.vfwauxmi.org](http://www.vfwauxmi.org)

UNWAVERING SUPPORT



FOR UNCOMMON HEROES™

*National Theme: Soaring Above & Beyond*

*Department Theme: Tell Our Story of Service*

Auxiliary Presidents: Congratulations on becoming President of your VFW Auxiliary. The 2021-2022 year has officially started for the Department of Michigan VFW Auxiliary! Your District President will soon be sending you a notification about their official visit to your Auxiliary. It is their job to make sure that your Auxiliary is healthy and working toward the goals of the organization. Your District officers are there to provide encouragement, to ensure that you are a healthy Auxiliary. This is a good time to let your District President know if your Auxiliary needs any assistance.

Reporting! Do not forget that someone in your Auxiliary needs to report on the Chief of Staff/Extension Program. I suggest that the President does this or appoints someone to do it for you. It will work the same way as the other chairmanships. Reporting for the new year starts May 1, 2020. Check the Guide Sheet for reportable items.

You will notice on the Guide Sheet that mentoring also falls under Chief of Staff. The Chief of Staff is also a Mentor. It comes with a responsibility to ensure that members receive mentoring needed for them to not only take on leadership roles but to be successful in that role.

This year as a mentor, practice the 3 C's:

- **Consultant** – that is the most obvious role of the mentor.
- **Counselor** – listen to your mentees.
- **Cheerleader** – give constructive feedback, advise, provide support and enthusiasm.

Reminders for May:

- ✓ Approved Audit report for period January 1, 2021 - March 31, 2021 due by May 31, 2021
- ✓ All delegate forms shall be sent into their respective levels.
- ✓ Installation of officers
- ✓ Current Secretary inputs Report of Installation into MALTA and sends copy to Department and District
- ✓ Complete listing of Chairmen and send to Department with copy to District

The National Organization has developed many resources for members to use, including tools available on the Online Auxiliary Academy and the Program & Publicity Resources page on the National website: [vfwauxiliary.org/resources](http://vfwauxiliary.org/resources).

The Healthy Auxiliary Toolkit includes 7 resources to assist Auxiliaries in identifying and solving issues:

- Healthy Auxiliary Checklist
- Healthy Auxiliary Member Questionnaire
- Auxiliary Meeting Clinic
- Communication Phone/Text Tree
- Good Job Certificate
- VFW Auxiliary Mentoring Guide

Please utilize these resources, and make sure to reach out to me if you have any questions or concerns.

Building on the VFW Auxiliary Foundation is another wonderful resource. It makes every effort to educate members on all aspects of the duties of Officers at all levels, how to be a chairman, and why reporting is important. These tools invite all members to come forward and take on a position of leadership, mentoring, and being a member who advocates for their Auxiliary and the Veterans we serve.

Reminders for June:

- ✓ All your new officers take office on June 6, 2021 after the installation of the Department officers.
- ✓ Submit an itemized report of the financial and membership status of your Auxiliary to your Post Commander within 30 days of taking office.
- ✓ Installation Report forwarded to Department and National Headquarters Due June 30, 2021.

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