

Michigan Department VFW Auxiliary CHIEF OF STAFF & EXTENSION BULLETIN May 2022

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UNWAVERING SUPPORT



FOR UNCOMMON HEROES™

National Theme: Hands that Serve, Heart that Care

Department Theme: Be the Anchor for Our Veterans, Hold Them Steady and Safe

Elections were held in April and Installations are usually done in the month of May. The By-Laws state that officers are to be installed not more than 60 days prior to the convening of the Department Convention.

There are a few things to remember

- All officers must be installed to hold office. If someone misses the actual installation, have them installed at the next regular meeting or take the oath at your District or the Department Convention.
- Look for a notice in the next weeks from your District President of his/her official visit. They are there to assure you are on track as a healthy Auxiliary. If you feel the need for assistance, make this known to the District President.
- The audit from January-March 2022 was to be conducted in April, approved and forwarded to the Department office. It is to be approved by the membership and in the office no later than May 31, 2022. If an extension is needed they can assist you in obtaining this from the Department President.
- Installation reports are to be sent ASAP to the office, along with lists of officers and chairman on the forms sent out in March (and a copy to the District Secretary). These are also inputted into MALTA by the Secretary. If you cannot do this, contact the office for assistance.
- Department Delegate forms and fees are to be sent to the office and must be received prior to Department Convention.
- National Delegates are entered into MALTA by the Secretary between April 1 and May 31, 2022. Again if you need assistance contact the Department office.
- Reporting for the 2021-22 year ended on April 20th and for the 2022-23 year begins on May 1, 2022.

Remember that new officers take over at noon on June 4, 2022, when the new Department President is installed. Within 30 days of that date a report is due to your Commander on the financial status and membership status of your respective Auxiliary or District.

Looking ahead, the bond will be due soon. Watch for information on this.

Stephanie Krueger
10165 Fairview
Taylor, MI 48180
313-585-5066
stepherthevfer@aol.com