



# Michigan Department VFW Auxiliary Chief of Staff/Extension Guide Sheet 2022-2023

[www.vfwauxmi.org](http://www.vfwauxmi.org)

Facebook Page: Chief of Staff-Michigan

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*National Theme: Hands that Serve, Hearts that Care*

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

## PROGRAM GOALS

**Maintain and Strengthen Current Auxiliaries**

**Presentations to Unaffiliated Posts**

**Welcome and Recognize New Auxiliaries**

**Official Visit Communication**

**Revitalize and Rejuvenate**

**Do you know the duties of the Department Chief of Staff?** The Chief of Staff for a Department is the main point of contact, particularly with the Unaffiliated (Bachelor) Posts. The Department Chief of Staff also works with the Department President, District Presidents, and Auxiliary Presidents to identify problems in Auxiliaries and helps to create a plan to correct those problems. They make recommendations on improving Auxiliaries.

**Under Extension, The Chief of Staff works with VFW Posts interested in instituting a new Auxiliary.** You can help in this process by contacting any unaffiliated posts in your District to provide them with information on the asset an Auxiliary can be. If they show an interest, your next step is to contact the Department Chief of Staff. There are several items on the National Website that can assist you in this. Once we have instituted a new Auxiliary we need to welcome, mentor, and recognize them.

**Healthy Auxiliaries are what will allow our organization to continue into the future.** Again, we need to make use of all the many items available on our websites. Know the 5 major things we need to do to be a healthy Auxiliary...

1. A minimum of 10 business meetings per year must be held, with a quorum (at least 5 members present).
2. By February 1<sup>st</sup> dues must be paid on at least 10 members.
3. Quarterly audits must be submitted in a timely manner.
4. Officers elected, installed, and reported to Department and National NO LATER THAN June 30<sup>th</sup>.
5. The offices of President and Treasurer MUST be bonded by August 31<sup>st</sup>.

Make use of the Healthy Auxiliary Tool Kit. (These are 7 resources to allow Auxiliaries to recognize and solve issues early). Pretty simple really, follow those by-law requirements, make use of the tips provided, and you are well on your way to good health.

While the Chief of Staff takes the lead in getting Auxiliaries back to health, we all have a part in making sure each of us are members of a Healthy Auxiliary. Make it your mission to see that your Auxiliary gets and stays a healthy, active, and supportive part of our organization.

## **NATIONAL AWARD FOR MEMBERS**

\$25 VFW Store Gift Certificate to one member in each of the four Conferences who assisted the Department Chief of Staff in nurturing/strengthening a struggling Auxiliary and *utilized Building on the VFW Auxiliary Foundations* in their efforts. A NOMINATION FORM IS TO BE FILLED OUT (found on Malta website) and this is submitted to Department Chief of Staff by March 31, 2023. Winners will be announced at the 2023 National Convention to be held in Phoenix, AZ.

## **DEPARTMENT AWARDS** (To be presented at the 2023 Department Convention)

- ✓ Special gift to the organizer of a NEW AUXILIARY instituted between July 1, 2022 and April 1, 2023
- ✓ \$25 to each NEW AUXILIARY instituted between July 1, 2022 and April 1, 2023
- ✓ Plaque to any Post instituting a NEW AUXILIARY between July 1, 2022 and April 1, 2023
- ✓ Certificate of good health to all Healthy Auxiliaries

## **MEMBERSHIP CATEGORIES**

<b>#1</b> 10-36	<b>#2</b> 37-50	<b>#3</b> 51-68	<b>#4</b> 69-84	<b>#5</b> 85-98
<b>#6</b> 99-115	<b>#7</b> 116-139	<b>#8</b> 140-166	<b>#9</b> 167-237	<b>#10</b> 238 &OVER

<b>Achievements</b>	<b>Completed</b>	<b>Reported</b>
Auxiliary utilized the Chief of Staff material/resources available on the National VFW Auxiliary website		
Presented a "Good Job Award" to a worthy member		
Auxiliary attended a Building on the Foundation workshop		
Gave a presentation to an Unaffiliated Post About starting an Auxiliary		
Sent Nomination form for National Award #1 by March 31, 2023		
Made use of the Healthy Auxiliary Tool Kit		
Chairman attended a School of Instruction – Sunday 2022 Convention Training, District Meeting, Fall Conference or Mid-Winter Conference		
Chairman attended your own District Meeting		
Reported every quarter		

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