



The Checklist:

What the Auxiliary President needs for a meeting

- Current Podium Edition of *Bylaws, Ritual and Booklet of Instruction*
- National Program Book (available for download in MALTA/Member Resources)
- Department Program Book
- Current year's Department General Orders (if applicable)
- Order of Business/Agenda prepared with the assistance of Secretary and Treasurer prior to meeting
- Chairman Reports to be distributed prior to meeting
- Arrive early to check that the room is prepared for meeting:
 - Charter
 - Gavel
 - Altar Cloth
 - Bible
 - Flag stands properly placed
- Start and end the meeting as scheduled.
 - A clock on the podium will help achieve the suggested one hour time. Hint: Set a timer!