

Department Chief of Staff Extension & Revitalization Program



**Jackie Kimball
Chairman**

Contact information:

Jackie Kimball

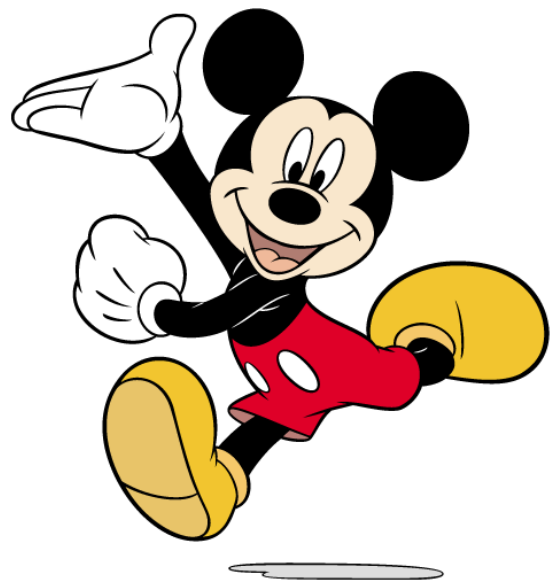
1019 Queen Avenue

Salisbury, MD 21801-2008

410-749-9511—Home

410-219-3449—Fax

jackie.kimball@comcast.net





Attention: President—Secretary—Treasurer
Please share with all your Members

My role and responsibility as Extension & Revitalization Chairman, Chief of Staff, for the Department of Maryland VFW Auxiliary is to closely work with, monitor the health and strength, provide guidance and assistance to each Auxiliary in the Department. One weak link in our Chain (Department) weakens the integrity of the whole Chain (Department).

As Chief of Staff, feel free to contact me with any needs or concerns that you may have or your Auxiliary Members may have. By working together as TEAM M & M, **MEMBERS—AUXILIARY—DISTRICT—DEPARTMENT** we can be the healthiest Department in the Nation.

Ideal exchanges are a great tool for helping one another. If something works well for your Auxiliary, I am asking you to share it with me, so that I can share with the other Auxiliaries in the Department. Keep in mind that we are all unique and that one size does not always fit all. You may have to tweak an ideal to fit the make up of your Auxiliary. The Department is here to be of service to you. To be able to carry out our mission to Veterans, the Community, our Youth and their families we need to be HEALTHY...As an Auxiliary...As a District...As a Department.

OFFICIAL VISITS

This year not only will each Auxiliary be visited by their District President, I, with the approval of the Department President, will also be sending a Department Officer and/or Chairman to make a visit to your Auxiliary sometime during the year. Please welcome them and cooperate with them when they visit. They may also want to review your records. President VaNette wants to thank you for all that you do and also address any concerns that the Membership may have.

NEW AUXILIARIES

Another part of my responsibility is to supervise the organization/formation of new Auxiliaries. I welcome any member that has an interest in starting a new Auxiliary in your area, to please reach out to me. There are important steps that need to be followed. It would be great to start a new Auxiliary this year.

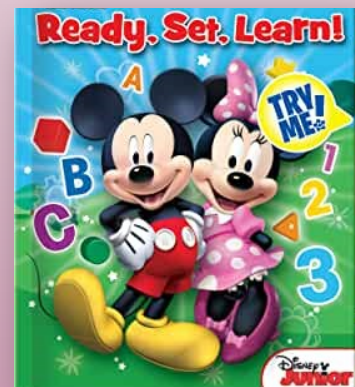


RESOURCES

I encourage EVERY Auxiliary President, as well as members, to sign on to MALTA and explore the Online Auxiliary Academy, Building on the VFW Auxiliary Foundation and various Member Resources that the National Organization has for us for our development. Here are some of the resources that you will find through signing on to MALTA.

The Healthy Auxiliary Tool Kit includes seven (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



Building on the VFW Auxiliary Foundation 25163 explores the duties of officers, chairmen and why we push so much for each Auxiliary to report.

Listed below are the five essentials required by National:

- 1) Auxiliaries should have at least ten (10) business meetings per year.
- 2) Dues should be paid by at least 10 members on or before February 1 of the current year.
- 3) Quarterly Audits by Trustees must be submitted.
- 4) Officers elected, installed and reported to National Headquarters no later than June 30.
- 5) The Offices of President and Treasurer must be bonded by August 31.



You may be rewarded for reading the promotional Material that will be coming out during the year, including this one.

INCENTIVE—REWARD #1

There will be something out of place in each promotion. The first three members who email me at jackie.kimball@comcast.net and tells me what the odd thing is, will receive a gift from me.

HOW TO REDEEM INCENTIVE—REWARD #1:

In the subject line of your email it must read: "*Strange Things Can Happen*"

Please include in your email: your name, membership number, Auxiliary Number, address and telephone number. Give the promotion number it appeared in. Lastly include what you found was strange about my promotion.

To participate in other reward opportunities for reading my promotions, you will need to read future promotions.

Attention: President—Secretary—Treasurer
Please share this publication with all your Members



INCENTIVE—REWARD #2—Health Checkup for Your Auxiliary Member Questionnaire

Every member who completes the Health Checkup for Your Auxiliary Member Questionnaire between June 2, 2023 and April 14, 2024 (must be in my possession by 4/14/24), will receive a gift for completing it. *The form is included with this material.

INCENTIVE—REWARD #3—Good Job Award

Every Auxiliary and District President who presents the *Good Job Award* will receive a gift. A picture needs to be submitted to document the presentation and to affirm that the award was presented. *The *Good Job Award* form can be found with this material and is also on MALTA—Member Resources tab—Extension & Revitalization. If you utilize MALTA, you will be able to personalize right on your computer!

INCENTIVE—REWARD #4—VFW Auxiliary Department of Maryland Health Certificate

To qualify for this Award Auxiliaries must adhere to the *Healthy Auxiliary Checklist-Auxiliary to-Dos and Deadlines* and at least five members must complete *Health Checkup for Your Auxiliary Member Questionnaire*.

**Attention: President—Secretary—Treasurer
Please share this publication with all your Members**



NATIONAL AWARDS FOR MEMBERS

A \$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 Foundation in their efforts. The Department Chief of Staff must complete and submit the required nomination form available in MALTA Member Resources to the National Chief of Staff by April 30, 2024.

The \$25 VFW Store gift certificates will be mailed directly to the winning members from National Headquarters after National Convention 2024.

In closing, please keep in mind that the Department is here for you. President VaNette, the Officers and Chairmen as well as myself are here to assist you, and answer any questions or concerns you may have. We are here to serve Veterans, their families and the community at large. In order to make a positive impact we must ALL work together, from **the top to the bottom and the bottom to the top**, as TEAM M& M!

Please don't hesitate to reach out to me with any concern or question you may have. Here is my contact information:

Jackie Kimball, Chief of Staff
Extension & Revitalization Chairman
1019 Queen Avenue
Salisbury, MD 21801-2008
410-749-9511—Home
410-219-3449—Fax
jackie.kimball@comcast.net



Attention: President—Secretary—Treasurer
Please share with all your Members



Be a Veteran's P.A.L.

Department of MD VFW Auxiliary Health Checkup for Your Auxiliary Member Questionnaire



ATTENTION ALL AUXILIARY PRESIDENTS—PLEASE SHARE WITH YOUR MEMBERSHIP

WE WANT TO HEAR FROM YOU OUR MEMBERS. We kindly ask that you take a few minutes and complete this brief questionnaire. After completing please return by mail, email or fax. Where to send is located on the back of the form. Thank you in advance for your time and cooperation.

Membership Number: _____ **Auxiliary Number:** _____

1) Why are you a member of the VFW Auxiliary? _____

2) Do you volunteer for, or offer financial support to, any of the twelve (12) National Programs: Veterans & Family support; Americanism; Auxiliary Outreach; “Buddy”® Poppy & VFW National Home; Extension & Revitalization; Historian & Media Relations; Hospital; Legislative; Membership; Mentoring for Leadership; Scholarships and/or Youth Activities:

YES **NO** (circle one)

3) If you answered “YES” to question #2, what do you do and why? _____

4) If you answered “NO” to question #2, please share the reason why. _____

5) Do you feel our National Programs benefit our local veterans, their families and our own members?

YES **NO** (circle one)

6) If you answered “YES”, to question #5, what do you do and why? _____

7) If you answered "NO" to question #5, please share the reason why. _____

8) Are there activities you would like to see in this Auxiliary? _____

9) Is the monthly business meeting conducted at a time that is suitable for you?
YES **NO** (circle one)
If not, what time would you like to see the meeting scheduled? _____

10) Is the monthly meeting length appropriate for the business conducted?
YES **NO** (circle one)

11) Do you have ideas on how to increase meeting attendance? _____

12) What do you feel would bring new members into our organization? _____

13) Where do you see the VFW Auxiliary ten years from now? Will you still be a part of it?

Fax, Email or Mail the completed form to:

**Jackie Kimball
Chief of Staff
State of Maryland VFW Auxiliary
1019 Queen Avenue
Salisbury, MD 21801-2008
410-219-3449—Fax
jackie.kimball@comcast.net**

YOU MAY SHARE THE COMPLETED QUESTIONNAIRE WITH WHOMEVER YOU LIKE. BUT TO ENSURE CONFIDENTIALITY SEND DIRECTLY TO ME.

Sample VFW Auxiliary Meeting Agenda

Auxiliary Name

Date

*** Please silence your cell phones**

*** 1 rap**

1. Opening according to Ritual (p.____)
2. Introduction of National and/or Department Officers
3. Reading and Referring of Applications for Membership
4. Report of Investigating Committee
5. Voting on Candidates
6. Initiation (Optional)
7. Presentation of Minutes of Previous Meeting
(approved – will stand approved as read..... will stand approved as corrected)
8. Reading of Official and Other Communications
9. Treasurer’s Report of Previous Meeting (any discussion – will be filed subject to audit)
10. Presentation of bills
11. Introduction of Guests (non-Auxiliary members)
12. Reports of Committees, Standing and Special
13. Unfinished business
14. New business
 - Reminders
 - Guests to speak
15. Report of Trustees and Action Thereon (audit report – needs a motion)
16. Suggestions for the good of the order
17. Closing ceremonies (p.____)

It has been moved and seconded that.....

- Discussion
- In favor – “Aye”
- Opposed – “No”

Motions made at this meeting	Made by	Second by	Approved

Donations	To	For	Amount

Reports from Program Chairmen – Information To Be Added To Year End Report	



Healthy Auxiliary Checklist Auxiliary To-Dos and Deadlines

What Your Auxiliary Needs to Do:

Deadline:

Election of Officers, and Delegates and Alternates.

- April 30

Installation Report forwarded to Department and National Headquarters.

- June 30

Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.

- August 31

Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.

- Within 30 days of assuming the office of President

District Dues - Based on June 30 membership of prior year. (If applicable.)

- September 30

Audit Reports

Period 1/1 – 3/31 completed by 4/30

Period 4/1 – 6/30 completed by 7/31

Period 7/1 – 9/30 completed by 10/31

Period 10/1-12/31 completed by 1/31

- Approved Audit to Department Treasurer
Period 1/1 – 3/31 due by 5/31
Period 4/1 – 6/30 due by 8/31
Period 7/1 – 9/30 due by 11/30
Period 10/1-12/31 due by 2/28

Project, promotion and/or donation in National Programs. See the National Program Book for goals, awards and more information.

- See the National Program Book and your Department Program Book for deadlines.

Minimum of ten members paid in order to maintain charter.

- February 1 of the current year

Hold at least ten business meetings per year.

- Between July 1 and June 30



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!

Official Visit Guidelines and Expectations

The Official Visit to the Auxiliary by the District President or other Representative assigned by the Department 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, charter, altar cloth, Bible and chairs for the meeting. Banner, POW/MIA flag and Patriotic flag are optional.	You will be seated 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/or 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 they need 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.

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
- Roll call book
- Folder for newsletters and/or bulletins from current District President
- List of Auxiliary Chairmen

TREASURER

- Treasurers workbook
- Treasurers check book
- Receipt book
- Auxiliary seal (may be a stamp)
- Members record book
- Membership Roster showing current transmitted members and Life members
- 990N 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 _____.