
**CHIEF OF STAFF – APRIL
MAILER
EXTENSION & REVITALIZATION**



...Rounding the corner to the FINISH LINE

WELL, EVERYONE –

HERE WE ARE ON THE FINAL STRETCH OF THE YEAR AND IT'S NOT TOO LATE TO BE A “HEALTHY AUXILIARY.” REMEMBER, WE WANT ALL AUXILIARIES TO BE IN THE GREEN! Let's make Maryland Proud!

So, to have a little fun this month, I have another challenge!

I am giving you a little quiz about the duties of the auxiliary officers! Answer the questions and send me your answers.

The first 10 members who send me the correct answers will get a prize from me at the Department Convention. Here we go:

President:

- 1. How many days after Installation should he/she submit the membership status, last quarterly audit, and other pertinent information to the Commander? _____**
- 2. He/she has the right to remove any member causing disruption during the meeting. T or F**
- 3. He/she can spend auxiliary funds, as necessary. T or F**
- 4. He/she shall appoint a committee of how many members to contact all members during the year for payment of dues. _____**
- 5. He/she shall countersign only checks over \$500 drawn by the Treasurer. T or F**

Vice Presidents:

1. When can they discharge the duties of the President?

2. If neither Vice President is present, who will call the meeting to order? _____
3. Can a Vice President perform the duties of the President when he/she is on an extended vacation? Yes or No
4. Who must give approval for the Senior Vice to countersign checks in the absence of the President?

Secretary:

1. The Secretary does not need to keep in the files a current Podium Edition Bylaws. T or F
2. It is not allowed to keep the meeting minutes in typed or computer-generated form in a three-ring binder or clip folder. Yes or No
3. How many days do auxiliaries have to submit their installation reports? _____
4. What are the requirements that shall be contained in the minutes? Each page _____ and space for _____.
5. Does the secretary hold the original Bond? Yes or No

Treasurer:

1. What are the two Funds that a treasurer must have?
_____ & _____
2. Who can approve an acting treasurer when the Treasurer is unable to function for a period of time?

3. What are the 3 acceptable forms of keeping all funds to be accounted for by the Treasurer _____,
_____ or _____.
4. Can an auxiliary have a credit card? Yes or No
5. Is a motion required to accept the Treasurer's report? Yes or No

Trustees:

1. How many Trustees' signatures are required to do an audit? _____
2. How many "elected" Trustees must conduct an audit?

3. What is the deadline timeframe for an audit to be completed after the end of a quarter? _____
4. Does the Auxiliary have to vote to accept an audit? Yes or No
5. Is it necessary for audit reports to be incorporated in the secretary's minutes? Yes or No

I hope you All know the answers to all of these duties of our officers. Send me your answers by the end of April.

And please check all the items your auxiliary needs to have completed or adhered to so that we can be 100% Healthy.

If any auxiliary needs me to help you achieve your goals, email, text, or call me!! I am here to help you and our President.

Good Luck!

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