

Chief of Staff & Mentoring for Leadership

“MY HEART REVS FOR HEROES”

Vicki Mc Gahhey
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CHIEF OF STAFF PROGRAM GOALS
Maintain and Strengthen Auxiliaries
Presentations to Unaffiliated Post
Establish New Auxiliaries

One of the responsibilities of the Chief of Staff is to provide guidance and resources to the District Presidents so they can ensure auxiliaries are healthy and successful. I can help you identify red flags and to encourage auxiliaries to find ways that make their members feel empowered and engaged.

The Chief of Staff is also a mentor. I will work closely with the Department President, the VFW Post and Organizers of a newly established auxiliary. I want to ensure members receive support for them to be successful, whether they are part of a new or established auxiliary.

CHIEF OF STAFF:

5 Essential of an Auxiliary

The National and Department organizations only require five (5) things of an Auxiliary.

1. Auxiliaries should have at least ten(10) business meeting per year (Sec 210) Five (5) members in good standing (of that Auxiliary) shall constitute a quorum. (Sec 212)
2. Dues should be paid by at least ten (10) members on or before February 1 of current year (Sec 207).
3. Quarterly Audits by Trustees must be submitted. (Sec 814)
4. Officers elected, installed and reported to National Headquarters no later than June 30. This will generate the bond application via email. (Sec 804A & 806A)
5. The officer of President and treasurer MUST be bonded by August 31 of current year.

We will continue to use the **Building on the VFW Auxiliary Foundation** manual and make every effort to educate members on all aspects of the duties of officers and chairmen.

We will work with the Unaffiliated Posts to establish new Auxiliaries to help our organization grow by making presentations using the PowerPoint “Why Having an Auxiliary can Boost Your Post” and/or the PDF “Top Ten Reasons for Your Post to Have an Auxiliary”*

Awards:

1. Outstanding Performance Awards as outlined on page 13 of this program book.
2. Special "Heroes" award in each Membership Group to the member who provides the most assistance nurturing/strengthening a struggling Auxiliary, with the written approval of the Department. President; by using the Building on the VFW Auxiliary Guidelines Manual – Overall winner is submitted to National.

Chief of Staff

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Aux. # _____ District # _____ City _____ Membership Group _____

Chairman's Name: _____ Phone #: _____

Always use additional paper if necessary, to provide details of your project or program.

Report Deadlines: November 15, 2021 and April 15, 2022 **Date of this report:** _____

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DISTRICT & AUXILIARY ***PRESIDENTS ARE REQUIRED TO SEE THAT THIS REPORT IS COMPLETED***

Answer the questions that apply to your level of Authority.

1. Number of Good Job Awards Presented by your Auxiliary: _____ List reasons several reasons why they were presented. _____
2. Did your Auxiliary qualify and receive a Certificate of Good Health? _____
3. District Presidents: Did you use the Department Talking Points developed by the Department during your Auxiliary Official Visits? _____
4. Did any member at any level in your auxiliary give a presentation to an Unaffiliated Post about starting an Auxiliary? _____ How many? _____
5. How many new Auxiliaries were instituted? _____
6. Did you or any member of your Auxiliary or District help transfer members from “At Large” to a local Auxiliary? _____ How many? _____
7. How many times and what type of publicity was used to revitalize or form a new Auxiliary? _____

Attach any media used to support these activities.

Total Projects For this report	Number of Members Participating	Total Hours Worked	Total Number of Miles	Total Value or Dollars Spent