

School of Instruction – Extension and Revitalization

Thank you, Madam Department President,

As we begin this new Auxiliary year, I would like everyone to remember two very important things: smile and listen.

If someone is speaking, please listen without interrupting. One of the most valuable tools we have as leaders is the ability to listen. Members who need mentoring are much more likely to listen to us when they know we have first listened to them.

Healthy Auxiliary Requirements

If your Auxiliary would like to earn a Healthy Auxiliary Certificate, please carefully review the Auxiliary To-Do List and Deadlines.

The first two requirements should already be completed: Election of officers

Installation report submitted to both the Department and National Headquarters

Please also remember the following:

The audit covering July 1, 2026, through September 30, 2026, must be approved by your Auxiliary and then sent to the Post Commander.

District dues must be paid according to your membership as of June 30. Your Standing Rules should specify when those dues are to be submitted to your District Treasurer.

Review all audit deadlines listed on the To-Do List and make sure reports are submitted on time.

Support the National programs and review the awards available in MALTA.

Your Auxiliary must have at least 10 members paid by February 1, 2027.

Your Auxiliary must hold at least 10 business meetings each year.

Materials Included in Your Packet

Your packet contains several important resources, including:

A checklist for Presidents to use during visitations

An Auxiliary meeting agenda

Correspondence and reference materials for both Auxiliaries and Districts

Information for District Presidents

Information explaining why a Post should have an Auxiliary

Steps for organizing a new Auxiliary

A Year-End Report for the Deputy Chief of Staff

A Year-End Report for the Extension and Revitalization Chairman

Conducting Effective Meetings

You will find an Auxiliary Meeting Agenda in your packet. Preparing the agenda before the meeting helps keep discussions focused, reduces unnecessary side conversations, and allows meetings to flow more efficiently.

When meetings are organized, they can often be completed within an hour. Members are much more likely to continue attending when meetings are productive, respectful, and well-managed.

The Importance of the Deputy Chief of Staff

This year, it will be extremely beneficial for each District President to appoint a Deputy Chief of Staff.

Our goal is for every Auxiliary to have a "green light," which means members are working together and maintaining positive relationships within both the Post and the Auxiliary.

If problems arise, the Deputy Chief of Staff can help identify concerns and provide assistance. They can also communicate with the Department President and Department Chief of Staff so we can work together to find solutions.

When District Presidents, Deputies, and Department leadership work as a team, we can strengthen our Auxiliaries and provide support before small problems become major concerns.

Who Has the Power at VFW Auxiliary Meetings?

When this question is asked during workshops and training sessions, the answers are usually, "The President," "The Treasurer," or "The Trustees."

The truth is that **the power belongs to the members.**

Every member in good standing has the right to:

- Attend Auxiliary meetings
- Make motions

- Participate in discussions
- Vote

Sometimes, members believe that officers or members with titles have more authority than others. While leaders can provide guidance and experience, every member has an equal voice. One of our most important principles is **one member, one vote**.

We all joined this organization for different reasons, but we share one common goal: serving our Veterans and their families.

Our Auxiliary meetings should be a place where members feel:

- Safe
- Respected
- Supported
- Appreciated
- Included

Strong leadership creates strong Auxiliaries. Effective leaders listen, encourage participation, delegate responsibilities, and treat everyone with kindness and respect.

When members feel welcome and valued, meetings become more productive, participation increases, and our Auxiliaries become stronger.

Through mentoring, education, and encouragement, we can provide our members with the tools they need to grow into future leaders.

Together, we can build stronger Auxiliaries and continue this year's message to **"Be Strong and Hold On."**

Thank you.

Let everyone know all the information will be on our website if they want to print out anything talked about today. vfwauxwa.org

Karen Flynn
Washington Department Chief of Staff,
Extension/Revitalization Chrm.