

Extension

Elizabeth 'Liz' Williams, Chief of Staff

As the Ladies Auxiliary to the Veterans of Foreign Wars we are dedicated to the organization, and to the veterans we serve. "Service to Veterans is Love in Action." As Deputy Chief of Staff, your duty is to the Auxiliaries within your District. Under the District President's direction, it is your duty to extend a helping hand. You must never tell the auxiliaries what to do, or who to elect. Any auxiliary that is failing needs your help and guidance. President Sue and I both believe we should concentrate on retaining the auxiliaries we have, and the membership will increase. This is one of the most trusted and important jobs in your district. You have been appointed by our Department President to serve as the Deputy Chief of Staff in your district. What an honor!

Our goal this year is to assist and direct the Auxiliaries within our districts; that are having difficulties. Your job, as Deputy Chief of Staff, is to follow the direction of your District President. Membership is part of your job; however it is important to not interfere with your Membership Chairman. You can work together to make your membership 100% plus.

Contact the bachelor posts in your districts. Ask the Commander if you might speak at a meeting about the importance of having an Auxiliary to assist them. If there is a new Post in your district, now is the time to act. Encourage them to accept an Auxiliary to work with them. The operative word is "*encourage*." Don't insist; you will just make them reluctant to work with you. Maybe, at first, just some information will be enough. Don't forget to follow through at a later date.

I only expect a report from you if you have assisted an Auxiliary with membership, or with a problem they might have had. I will expect a year-end report to assist me with selecting my awards.

If you intend to attend an Auxiliary meeting, don't forget to notify the President you are coming. Here is an excellent checklist of what to look for during your visit.

1. Do they have a quorum at each meeting?
2. Does the President keep the meeting moving?
3. Does the President stick to the agenda?
4. Do they follow their ritual? (Is it a current copy?)
5. Do the members enjoy the meeting and each other?
6. Does the auxiliary have activities with their post?
7. Are there socials planned?

Do not tell them how to run their Auxiliary or Post. Extending your hand sometimes is enough. Just the fact that you took the time to be there makes it easier for the President to call on you to help when she needs it.

If you have an auxiliary that needs to disband, it is your duty to see that all the members are transferred to another auxiliary. It is not of any benefit to your District, Department, National or the member, to have or be a member at large.

Should you have a problem with one of your Auxiliaries, always contact your District President and work closely with her to resolve the problem.

I will not be sending a blackout sheet, as I am not requiring you to report to me each month. However I will require a year-end report from each of you.

Always remember I am a phone call away.

Our goal is to honor and assist *yesterday, today, and tomorrow's heroes*. I know we will have a banner year.

We will always have "Time for America's Military Heroes"

"Service to Veterans Is Love in Action"

Liz Williams
Department Chief of Staff
Email: Beakabus@aol.com

Awards

Awards for Members

1. \$25.00 to the member who organizes a new Auxiliary with the approval of the Department President between July 1, 2009, and March 31, 2010. All paperwork and transmittals must be into Department and National Headquarters.
2. \$25.00 for the member in each division that transfers the most number of members from a disbanding Auxiliary to other Auxiliaries. Must be verified by Department records (must have a minimum of 5 to qualify.) List transferred member's name, original Auxiliary and the Auxiliary to which the member now belongs.
3. \$25.00 to the person authorized by the Department President in each Division who saves a failing, or weak Auxiliary.

Awards for Auxiliaries

1. \$30.00 to each new Auxiliary in each Division whose first transmittal contains the greatest number of members (including Life Members).
2. \$30.00 to the new Auxiliary with the greatest number of new members within 90 days after institution. (Minimum of 5 members to qualify).

Awards for Deputy Chiefs of Staff

1. \$50.00 to the Deputy Chief of Staff with the most outstanding participation in all phases of the Extension and Sustaining program. I must receive report on before April 30, 2010.

I will only require two reports:

- A. If you attend a meeting of an Auxiliary in your district that is having problem or is closing: Initiated by the District President and/or Department President. (Use Form 1)
- B. An end of the year report with the following information (Use End of Year Form):
 1. How many bachelor Posts in your District were contacted by you?
 2. How did you contact the Commander?
 3. How did you convey the importance of having an Auxiliary for their Post?
 4. How did you assist Auxiliaries in danger of losing their Charter?
 5. How did you avert the possible loss of an Auxiliary who was in danger of losing their Charter?
 6. How did you avert the possible loss of an Auxiliary that was thinking of disbanding?
 7. What efforts/methods did you use to transfer members from a disbanding Auxiliary to another Auxiliary?
 8. How many transferring members became Department Members At-Large?
 9. In what ways did you assist your District Membership Chairman

National Awards

Awards for Members

1. \$25.00 to each member who organizes a new Auxiliary, with the approval of the Department President, between July 1, 2009 and March 31, 2010, provided transmittal and proper paperwork is received at National Headquarters by April 30, 2010.
2. A keepsake to one authorized member, in each Membership Group, which best assisted an Auxiliary to be saved and become better functioning, as directed by the Department President. The form to apply for Extension Member Award No.2 can be obtained from your Department President, Department Secretary, or Department Chief of Staff.

Awards for Auxiliaries

1. \$50.00 TO EACH NEW AUXILAIRY instituted between July 1, 2009 and March 31, 2010 provided transmittal and proper paperwork is revived at National Headquarters by April 30, 2010.