## TIPS FOR THE VFW AUXILIARY SECRETARY



VFW AUXILIARY
April, 2016

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#### **VFW AUXILIARY**

## TIPS FOR THE AUXILIARY SECRETARY

As the VFW Auxiliary member who has accepted the appointment as Secretary for your local VFW Auxiliary, you may be searching for information/guidance on the duties of this particular office as well as looking for any tools that would make the performance of your duties easier to accomplish—thus, the creation of "**Tips for the Auxiliary Secretary**" booklet.

The primary function of a secretary of any organization, whether elected or appointed, is to keep the records of the meetings (minutes) and to write or answer letters on its behalf. Additionally, a secretary assists not only the organization's leader (VFW Auxiliary President) but also that VFW Auxiliary's officers, program chairmen, and members.

In the Veterans of Foreign Wars of the United States Auxiliary, the duties of the Auxiliary Secretary are outlined in Sections 812 and 812A of the National Bylaws, and in the Booklet of Instructions, a section on Secretary Minutes that outlines the what should be included in the minutes and gives suggestions of how a secretary might read a sentence to cover a particular part of a meeting. You will find <a href="Demeter's Manual of Parliamentary Law and Procedures">Demeter's Manual of Parliamentary Law and Procedures</a> a good resource.

Also included in this booklet, you will find sections devoted to using agendas/meeting planners, the absolute "must –haves" in the minutes of a meeting, and several guides relative to the VFW Auxiliary website (www.vfwauxiliary.org).

## **Using Agendas/Meeting Planners**

Included in this section you will find a copy of the VFW Auxiliary Meeting Agenda which is also a part of the "Healthy Auxiliary Toolkit" and another Agenda format which allows plenty of room to make notes for later use.

- ✓ A VFW Auxiliary Meeting Agenda
   (Includes a page for notes on motions, program reports, etc.)
- ✓ A multiple-page combination of an Auxiliary Agenda/Minute Form-note the additional space allowed

The different agenda formats have been included to assist the Auxiliary Secretary (and hence his/her President) by providing these organizational formats for the actual meeting and in the case of the Secretary, ample space for notes of the motions, made by whom, seconded by whom, and whether the motion passed or failed, for example.

What you, an Auxiliary Secretary, may choose to do is to develop your very own format—designing it to fit your needs. Expect this to be a trial and error process; be ready to make changes/adapt as you become more experienced at being a Secretary—your template may always be a work in progress.

Once completed whether you are going to use the sentence style or bullet style of minutes, you would have a template on your computer and following the meeting, you would sit down and input the actions taken at the meeting just completed, add in the Treasurer's report (and audit report), save the document as "minutes of the 10/10/16 meeting" for example and need only print out those minutes and attached documents to be prepared for the November meeting. Once the 10/10/16 minutes are approved as read, then you secure them--as the Auxiliary has decided--in a permanent record book, a 3-ring binder or a clip folder.

## VFW Auxiliary Meeting Agenda

## VFW Auxiliary Name Agenda for <u>Date</u>

| * Please silence your cell phones   | It has been moved and seconded that               |  |  |
|---|---|--|--|
| 1 rap   | Next step is discussion<br>Those in favor – "Aye" |  |  |
| 1 – Opening according to Ritual ( p)  | Opposed – "No"                                    |  |  |
| 1 – Opening according to Kituai (p)   |   |  |  |
| 2 – Roll Call (by Secretary)  |   |  |  |
| 3 – Introduction of National and/or Department Officers   |   |  |  |
| 4 – Reading and Referring of Petitions for Membership (re-  | ad by Secretary)                                  |  |  |
| 5 – Report of Investigating Committee   |   |  |  |
| 6 – Voting on Candidates  |   |  |  |
| 7 – Initiation  |   |  |  |
| 8 – Presentation of Minutes and Official and other Commu (Approved-"Will stand approved as read" or "Will stand appr  |   |  |  |
| 9 – Treasurer's Report  ("Any discussion?" "Treasurer's report will be filed subject to audit")   |   |  |  |
| 10 – Presentation of Bills (read by Secretary)  |   |  |  |
| 11 – Introduction of Guests—especially those non-Auxiliary member guests—shall not be allowed to enter until the Treasurer's Report and Presentation of Bills has concluded |   |  |  |
| a.  |   |  |  |
| b.  |   |  |  |

| [Promotion of Programs/School of Instruction (p)]   |
|---|
| a.  |
| b. (The Audit Report is called for after each quarterly audit and is the ONLY REPORT accepted by a motion.)   |
| 13. – Unfinished Business (The Auxiliary Secretary should have prepared those items that were not completed at the last meeting for the President's use during this meeting.) |
| a.  |
| b.  |
| 14 – New Business   |
| a.  |
| b.  |
| c. Reminders  |
| 15 – Report of the Trustees (Motion to pay the bills is needed)   |
| 16 – Suggestions for the Good of the Order  |
| a. Instruction from the Patriotic Instructor  |
| <ul><li>b. New Member(s) speak</li><li>c. Guest(s) speak</li></ul>  |
| 17 – Closing Ceremonies (p)   |

## **MEETING NOTES**

| Motions made at this meeting | Made by | Second by | Carried/Lost |
|------------------------------|---------|-----------|--------------|
|                              |         |           |              |
|                              |         |           |              |
|                              |         |           |              |
|                              |         |           |              |

| Donations | То | For | Amount |
|-----------|----|-----|--------|
|           |    |     |        |
|           |    |     |        |
|           |    |     |        |
|           |    |     |        |

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

| <br>Auxiliary | / Agenda | /Minute | Form* |
|---------------|----------|---------|-------|
|               |          |         |       |

\*This form may be copied and amended as needed for the purpose of (1) taking notes during a meeting and (2) as the format for the actual minutes to be approved by the members in attendance and signed by the Trustees as a part of the auditing of the books of the Secretary and Treasurer.

| Date:                                    |                              | Time:           |  |
|--|------------------------------|-----------------|--|
| Presiding Officer:                       | <u></u>                      | Place:          |  |
| Members Present:                         |                              | Guests Present: |  |
| Roll Call of Officers:                   | Present/Absent               | Pro Tem         |  |
| President                                |                              |                 |  |
| Sr. Vice President                       |                              |                 |  |
| Jr. Vice President                       |                              |                 |  |
| Secretary                                |                              |                 |  |
| Treasurer                                |                              |                 |  |
| Chaplain                                 |                              |                 |  |
| Conductress/Conductor                    |                              |                 |  |
| Guard                                    |                              |                 |  |
| Patriotic Instructor                     |                              |                 |  |
| Trustee 1 Yr.                            |                              |                 |  |
| Trustee 2 Yr.                            |                              |                 |  |
| Trustee 3 Yr.                            |                              |                 |  |
| Introduction of Guests—VFW Auxiliary/VFW | <u>Members</u> (titles as ne | cessary)        |  |
|  |                              |                 |  |

### **Reading and Referring of Petitions for Membership**

| Name                | Relationship to Veteran                     |
|---------------------|---|
|                     |   |
| Name                | Relationship to Veteran                     |
|                     |   |
| Name                | Relationship to Veteran                     |
|                     |   |
| Report of the Inves | stigating Committee                         |
|                     |   |
|                     |   |
| Voting on Candida   | <u>tes</u>                                  |
| All Accepted        | <u>OR</u>                                   |
| Accepted Names _    |   |
| Rejected Names      |   |
| Initiation Held?    |   |
| Yes                 | Names of Members Initiated                  |
|                     |   |
| No                  |   |
|                     |   |
| Presentation of Mi  | nutes and Official and other Communications |
| -Minutes of the     | Previous Meeting—                           |
| Approved a          | as Read/Presented                           |
| Approved a          | as Corrected                                |
| -Presentation of    | Official and other Communications           |
| Departmen           | t General Orders #                          |
| From                |   |
| Regarding           |   |

| <u>Fr</u>        | om  |  |
|------------------|---|--|
| Re               | egarding  |  |
| <u>Fr</u>        | om  |  |
| Re               | egarding  |  |
| <u>Fr</u>        | om  |  |
| <u>Re</u>        | egarding  |  |
| <u>Presentat</u> | ion of Treasurer's Report   | (Attach Treasurer's detailed report to Minutes)                                  |
|                  | Balance last repor  | t=\$   |
|                  | Receipts  | =\$  |
|                  | Disbursements   | =\$  |
|                  | Balance on hand   | =\$  |
| Di               | iscussion on Treasurer's Report:                                    | · · · · · · · · · · · · · · · · · · ·  |
|                  | ·   |  |
|                  | ion of Bills  |  |
| •                | to  | for  |
|                  | to  | for  |
| \$               | to  | for  |
| \$               | to  | for  |
|                  | ion of Guests—any non-Auxiliary<br>urer's Report and Presentation o | member guest shall not be allowed to enter the room until f Bills has concluded. |
| <u>N</u> :       | ame   |  |
| <u>N</u> :       | ame   |  |
| <u>N</u>         | ame   |  |
| <u>N</u>         | ame   |  |

| Reports of Committees – Standing and Special | Program Chairmen |  |
|--|------------------|--|
| Americanism Report                           | Chm.             |  |
|  |                  |  |
| Chaplain Report                              | Chaplain         |  |
|  |                  |  |
| Hospital Report                              | Chm.             |  |
|  |                  |  |
| Legislative Report                           | Chm.             |  |
|  |                  |  |
| Membership Report                            | Chm.             |  |
|  |                  |  |
| Scholarships                                 | Chm.             |  |
|  |                  |  |
| Veterans and Family Support Report           | Chm.             |  |
|  |                  |  |
| Youth Activities                             | Chm.             |  |
|  |                  |  |
|  |                  |  |

| <u>Unfinished Business</u> |                 |
|----------------------------|-----------------|
|                            |                 |
| New Business               |                 |
| 1. Motion by               | Second by       |
|                            |                 |
| Motion Carried             | Motion Defeated |
| 2. Motion by               | Second by       |
|                            |                 |
| Motion Carried             | Motion Defeated |
| 3. Motion by               | Second by       |
| Motion Carried             |                 |
| 4. Motion by               |                 |
|                            |                 |
| Motion Carried             |                 |

**Additional Notes:** 

| Report of Trustees and Action Thereon (Motion to Pay Bills Presented) |                    |          |  |
|---|--------------------|----------|--|
| Motion by   | Second by          |          |  |
| Motion  |                    |          |  |
| Motion Carried  |                    |          |  |
| Suggestions for the Good of the Order                                 |                    |          |  |
|   |                    |          |  |
|   |                    |          |  |
| Announcements/Calendar Reminders                                      |                    |          |  |
|   |                    |          |  |
| Meeting Closing Time:   | Next Meeting Date: | <u> </u> |  |
| Respectfully submitted,, Secretary                                    | *Audited by:       |          |  |
| Date:   |                    | <b></b>  |  |

## WHY HAVE MINUTES?

In accordance with the National Bylaws, a VFW Auxiliary Secretary shall keep in books or files:

- 1) The current Bylaws of the VFW Auxiliary
- 2) A copy of the annually approved Standing Rules for the Auxiliary should the Auxiliary chose to adopt Standing Rules—See Section 211
- 3) A record of all minutes of each meeting of the VFW Auxiliary, which become the history of that Auxiliary, and thus considered permanent documents.
  - It is the purpose of minutes to record those motions made, seconded, and passed at each specific meeting.
  - Minutes record what was done—not what was said.
  - Therefore, the minutes do not reflect any of the discussions that may take place during a meeting.
  - The business of the Auxiliary is not driven by discussion; the business is driven by motions made and passed
    - o to undertake specific projects,
    - o to participate in certain fundraisers, and
    - o support Auxiliary programs, i.e.
      - to list what was approved by the majority of the members present at that meeting will be preserved
      - for reporting purposes and should a question ever arise
- 4) The vote of the membership determines the manner in which the minutes of VFW Auxiliary meetings are read, printed and/or distributed.
- 5) To make sure the documentation of the organization's meetings are kept in an orderly manner--
  - The minutes whether typed or computer generated
    - o with pages numbered consecutively with
      - room for Trustees to initial at audit and date and
      - for the Auxiliary Secretary to sign his/her name and office
  - may be entered in a standard bound record book purchased through the VFW Store or
  - inserted in a three ring binder or
  - clip folder

In a discussion of the **Essentials of Minutes**, page 23, <u>Demeter's Manual of Parliamentary Law</u> it is stated: "The Secretary is not required to include in the minutes all that takes place at meetings. Generally, speaking, only decisions should be embodied. A record is made of what is done, not what is said. Lengthy or detailed minutes are not necessary."

Minutes may be written in complete sentences or presented as a bulleted list so long as the following items are included:

- √ Name and number of the Auxiliary
- ✓ Date and place of meeting –note if regular or special meeting
- √ Time called to order
- √ Name of presiding officer
- ✓ Number of persons present; list any pro tem officers

(Must have a quorum of 5 members in good standing in order that business may be transacted)

- √ Names of visitors, if any are present; note specific titles if appropriate
- √ Names of candidates for membership, the eligibility of the veteran listed;
  - the outcome of their acceptance or rejection
- ✓ Action taken on the minutes of the previous meeting
  - Only the motions
    - note who made and seconded and
    - whether the motion passed or failed
- ✓ A copy of the Treasurer's report and each quarterly audit report to incorporate into the minutes
- ✓ List both the correspondence read and bills presented

## SAMPLES OF MINUTES

Both the sentence format for minutes and the bulleted format for minutes provide the requirements needed for a record of a particular meeting and provided the members have "accepted them as read" or "accepted them as corrected." Additionally, the Trustees would have signed and dated as proof that the books of the Auxiliary Secretary have been audited for a specific quarter.

Whether the more formal sentence format or the less formal bulleted format is used, it is the quality and integrity of the information recorded by the Secretary that counts. For example, leaving out a critical dollar amount allowed or not stating who was to attend a convention means that the minutes are not as accurate and thorough as they need to be; thus creating problems if it becomes necessary to turn to the minutes to find proof of what was to be spent or who were delegates or alternates.

Review the following acceptable and unacceptable statements to develop a sense of how a well- developed motion differs from a lazy note jotted down and considered appropriate:

#### **Example A:**

**Acceptable**-Sue Smith reported on our Bake Sale at Bottom Junction. There was a \$20.00 cash donation plus sales of \$125.00 for a total of \$145. It had been previously been moved, seconded, and passed that \$100 from the bake sale would be added to our Relief Fund. Sue Smith moved, seconded by Bill Field that the remaining \$45 be donated to the VFW for use of the building. Motion carried.

**Unacceptable**-Sue gave the Treasurer \$145.00 from our fundraiser at Bottom Junction.

#### Example B:

**Acceptable** –Audit Report (see attached) was read by Trustee Cheryl Rhodes who moved on behalf of the committee that the audit be approved. Motion carried.

Unacceptable -A motion was made to accept the Audit Report.

#### Example C:

**Acceptable-** Cheryl Rhodes moved that the following slate of 3 Delegates-Polly Jones, Sue Smith, and Betty Rider and 3 Alternates-Bill Field, May Jordan, and Jane Wilson be elected for the National Convention. Seconded by Mabel Bluestem. Motion carried.

Unacceptable-Delegates to the National Convention were elected.

#### **Example D**:

**Acceptable**-George Allen moved and May Jordan seconded that the Auxiliary sponsor the local women's softball team. After discussion, a vote was taken and the motion passed.

**Unacceptable-** Sue said that this was a dumb idea. Betty said she just mad because of what happened last time and now she is against everything. Vote was taken and Sue lost.

#### **Time for Practice**:

- ✓ Using the check list from page 15, review minutes of several meetings and find out if there are necessary items that always seem to be left out.
- ✓ Are the minutes you are reviewing capturing the organization's business accurately?
- ✓ Are those minutes concise and cite only what is done, not what is said?
  - From this point forward, strive to include the necessary elements by reviewing your notes (see the next section) and proofreading the minutes once you have them written.
- ✓ Choose two (2) or more unacceptable motions and rewrite each one making it more acceptable by adding the missing elements as illustrated the examples cited:

✓ Look at some minutes and the motions made and determine if they are acceptable

| <br> |  |  |  |
|------|--|--|--|
|      |  |  |  |
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|      |  |  |  |
| <br> |  |  |  |

#### **Sample Sentence Format of Minutes:**

President Nadine Wildroot called the regular meeting of the X-Factor VFW Auxiliary No. 10000, Smith Place, Nowhere to order at 7:05 p.m. at the Post Home on April 14, 2015. Following the opening ceremonies, with a quorum being present, the minutes of the last meeting were read and approved as corrected. There were no petitions for membership.

The Treasurer reported the balance last report of \$500.00 with receipts of \$145.00 and disbursements of \$9.50 leaving a balance of \$635.50. (see Treasurer's report attached)

The Secretary read the following bills: \$25.00-Walmart for paper plates, napkins, etc.; \$75.00-Walmart for balls for the men's and women's softball teams; and \$35.50 to VFW Store for membership pins. Next, the Secretary read the communications--President's Message and thank you's from Mabel Jones and Bill Field for flowers, calls, and visits.

The Program Chairmen summarized the information they had received from their National Ambassador and Department Chairman. The Audit Report (see attached) was read by Trustee Cheryl Rhodes who moved on behalf of the committee that the audit be approved. Motion carried.

There was no Unfinished Business.

New Business-Our charter was draped due to the death of Past National President Lucile Suchina of Texas. Next, election of officers for 2016-17 was held and the following will be installed at our May meeting: President-Bill Field; Sr. Vice President-Mabel Jones; Jr. Vice President-Cheryl Rhodes; Chaplain-Nadine Wildroot; Conductor-James Smith; Guard-Twila Garcia; Three Year Trustee-Nadine Wildroot.

Trustee Cheryl Rhodes moved on behalf of the committee that the bills be paid. Motion carried. There was nothing given for the Good of the Order.

Closing ceremonies were conducted. The next meeting will be May 13 at 7:00 at the Post Home when Post Commander John George will be present to install the VFW Auxiliary officers for 2016-17.

| Respectfully submitted, |                    |    |  |
|-------------------------|--------------------|----|--|
| Pauline Plant           |                    |    |  |
| Secretary               |                    |    |  |
| [Date approved]         |                    |    |  |
|                         | Minutes Audited on | by |  |
|                         |                    |    |  |

## Sample Bulleted Minutes

| Date:4/14/2015          | Regular/Speci                  | ial Meeting  |                       |                                 |
|-------------------------|--------------------------------|--------------|-----------------------|---------------------------------|
|                         | dam President Nadine Wildro    | oot @        | 7:05 p.m.             | Other Attendees/Guests:         |
|                         | bers present for meeting:      | 7_           |                       |                                 |
| No Guests/No other      | er members present             |              |                       |                                 |
| Presid                  | ent-Nadine Wildroot lis        | t officers   | P                     |                                 |
| Sr. Vi                  | ce-Bill Field                  |              | 44                    |                                 |
| Jr. Vic                 | ce -James Smith                |              | "                     |                                 |
| Treasu                  | rer-Alice Wood                 |              | "                     |                                 |
| Secret                  | ary-Pauline Plant              |              | "                     |                                 |
| Chaple                  | ain-Mabel Jones                |              | "                     |                                 |
| Condu                   | ictress-Cheryl Rhodes          |              | "                     |                                 |
| Guard                   | -Amber Garcia                  |              | Α                     |                                 |
| Histor                  | ian-Twila Garcia               |              | Α                     |                                 |
| Patrio                  | tic Instructor-Shirley White h | iouse        | P                     |                                 |
| 1 Year                  | Trustee-Shirley Whitehouse     | <b>:</b>     | 66                    |                                 |
| 2 Year                  | r Trustee-Mabel Jones          |              | 66                    |                                 |
| 3 Year                  | r Trustee-Cheryl Rhodes        |              | 66                    |                                 |
| Opening Ceremonies:     | were conducted                 |              |                       |                                 |
| Reading of minutes of   | previous meeting:              |              |                       |                                 |
| A                       | pproved as read                | X            | _Approved as          | s corrected                     |
|                         |                                |              |                       |                                 |
| Petitions/Voting for ne | w memberships: _None           |              |                       |                                 |
|                         |                                |              |                       |                                 |
|                         |                                |              |                       |                                 |
| Treasurer's Report:     | Dated:4/14/2015                |              |                       |                                 |
| •                       | eport:\$500.00                 |              |                       |                                 |
| Receipts:               | \$145.00                       |              |                       |                                 |
| Disbursements           |                                |              |                       |                                 |
| Balance on har          |                                |              |                       |                                 |
|                         | Treasurer's detailed report s  |              | orporated into        | the minutes.1                   |
| [rrespy or the          | Treasurer s actuated reports   | nan oo moo   | rpor <b>ated</b> into | the initiates.                  |
| Presentation of Bills:  |                                |              |                       |                                 |
| \$25.00 to Wa           | lmart for paper plates, napkir | ns, etc;\$75 | 5.00 to Walma         | art for softballs for men's and |
| women's team            | s; \$35.50 to VFW Store for r  | nembership   | pins                  |                                 |
|                         |                                |              |                       |                                 |
| Communications:         | _President's Message_and       | _Thank you   | ı's from Mabe         | el Jones and Bill Field         |
|                         | for flowers, calls, and visits | s were read  |                       |                                 |
|                         |                                |              |                       |                                 |

| Committee Rep                   | orts: Chairme | n summarized information from Dept. Chairs and National Ambassadors      |
|---------------------------------|---------------|--|
|                                 |               | Trustee Cheryl Rhodes read the audit report and moved on behalf of the   |
|                                 |               | committee that the audit report be approved. Motion carried. [A copy of  |
|                                 |               | the audit report attached to minutes]                                    |
|                                 |               |  |
| Unfinished Bus                  | iness:        | <del></del>  |
| N                               | one           |  |
|                                 |               |  |
|                                 |               |  |
|                                 |               |  |
| New Business:                   | _The Charter  | was draped in memory of Past National President Lucile Suchina of Texas. |
|                                 | Election of C | Officers was held: President-Bill Field; Sr. Vice-Mabel Jones; Jr. Vice- |
|                                 |               | es; Chaplain-Nadine Wildroot; Conductor-James Smith; Guard-Twila         |
|                                 | Garcia; Three | e Yr. Trustee-Nadine Wildroot  |
|                                 |               | of Officers at the May meeting   |
|                                 | No other new  | business   |
| Report of Trust                 | ees Bills     |  |
| and action there                |               | Trustee Cheryl Rhodes moved on behalf of the committee that the bills    |
|                                 |               | be paid.   |
|                                 |               |  |
|                                 |               | ·  |
| Good of the Or                  | der:          |  |
| Guests speak:                   |               | None   |
|                                 |               |  |
| Closing Cerem                   | onies. Were   | conducted  |
| Closing Cerem                   | omeswere      | conducted  |
|                                 |               |  |
| Next meeting s                  | cheduled:     | _May 13, 2015 @ 7:00 p.m.  |
|                                 |               | Post Commander John George will install 2016-17 VFW Auxiliary Officers.  |
|                                 |               |  |
| Respectfully su                 | hmitted       |  |
| Respectiumy su<br>Pauline Plant | omined,       |  |
| Secretary                       |               |  |
| Date                            |               | Audited by:  |
|                                 |               |  |
|                                 |               |  |

| <br>   | <br> |  |
|--------|------|--|
| Date:_ |      |  |

## "HOW TO" GUIDES

The following pages include "How To" Guides for:

- ✓ Creating a login for the national website for the VFW Auxiliary
- ✓ Inputting your Auxiliary's installation report online
- ✓ Inputting your Auxiliary's Delegates and Alternates to National Convention

The information in this section may have been forwarded to you previously by your Department Secretary and/or she may have given schools of instruction on each of these topics.

But for those Auxiliary Secretaries who have not read those materials as forwarded by your Department Secretary, you now have a copy which you can follow step-by-step in order to use the information found behind "login" such as inputting an installation report and National Delegates and Alternates as well as learning to use other tools/reports such as those found in the Reporting Center, Officers Tools, the Emblem Branding Center, and the Program and Publicity Resources.

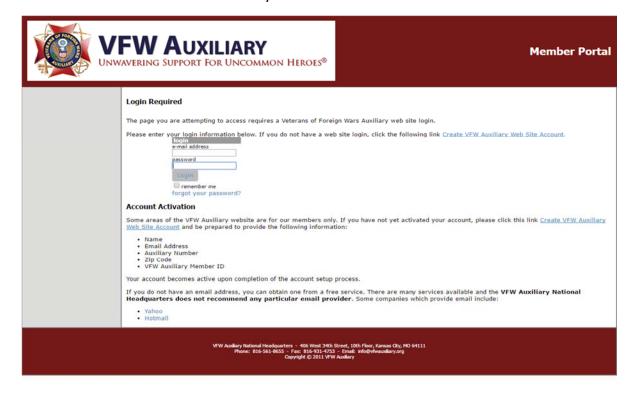
## VFW Auxiliary Web Site Login

Go To www.vfwauxiliary.org



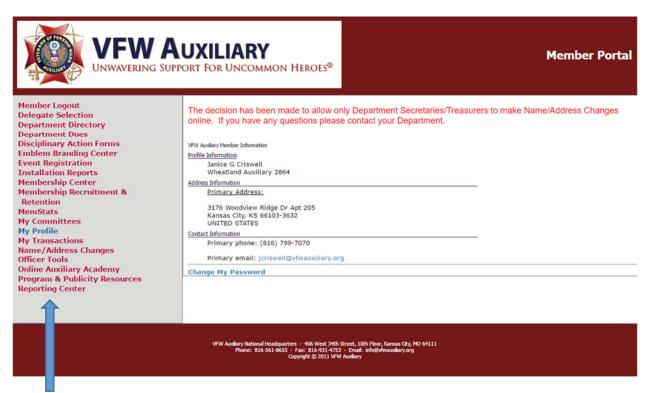
#### IF YOU HAVE NOT ALREADY CREATED A WEB SITE LOGIN

Click on the link "Create VFW Auxiliary Web Site"





| UNW | 'AVERING SUPPORT FOR UNCOMMON HEROES®   |
|-----|---|
|     | VFW Auxiliary Account Activation  To access your personal VFW Auxiliary account on the web site, you will need to create a user login and password. You will need to provide us with your member ID, name, primary address zip code, and Auxiliary number (or member at large organization code to verify your account. All fields are required to verify your user identity.  Please verify that all of your information is accurate before submitting.  Tips on Creating a Login    To create your VFW Auxiliary account, enter the following information and click Continue:    Member ID: |
|     | VFW Audiary National Headquarters - 406 West 34th Street, 10th Floor, Kansas City, NO 64111 Phone: 816-561-8655 - Fas: 816-931-4753 - Emai: info@vfwauxikary.org Copyright C 2011 VFW Audiary.  |
|     |   |



Browser List—

Only the VFW Auxiliary President, Secretary, or Treasurer will have access to the secure areas. The Membership Center is for Departments only. See your Treasurer's Guide for more information. The Treasurer's Guide may also be printed from the Web Site.

#### **VFW AUXILIARY SECRETARY:**

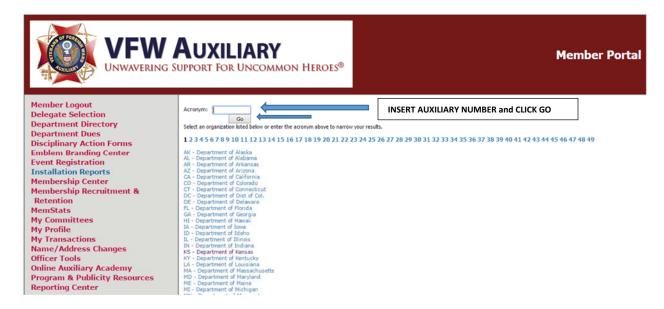
### DATA ENTRY/VFW Auxiliary Installation Reports 2016-17

\*\*IMPORTANT NOTE\*\* If new officers are already in place for the new term. STOP, they have already been entered by National Headquarters or the Department upon receipt of the Installation Report.

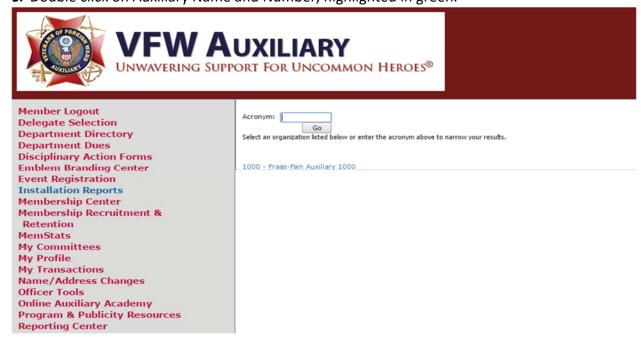
Please DO NOT re-enter, as duplicates will be created.

The current Auxiliary Secretary term year 2016-17 must enter the new term officers for 2017-18 by 6/30/17, or the Report of Installation must be sent to Department and/or National for entry.

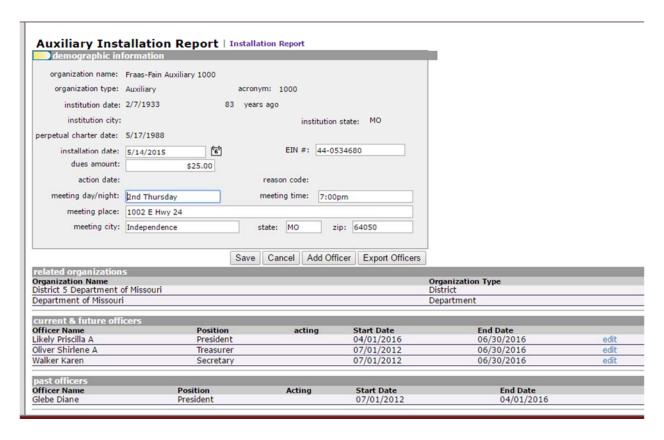
- 1. LOGIN
- 2. Click Installation Report from the Brower List
- 3. Enter VFW Auxiliary Number
- 4. Click "Go."



5. Double click on Auxiliary Name and Number, highlighted in green.



Next, enter current information reported on the Report of Installation: Date of Installation; Continuous Annual Dues amount; Meeting information; and EIN number. To make changes, highlight the field and type over. Click "Save."



7. See Current and future officers/Officer Name: If newly elected officers are same as current, click "edit." One click will renew officer term and default end date to one year ahead. Click "Save."

#### **New Officer**

8. To add a new officer for the new term year, click "Add Officer." Type Member ID number or First and Last Name. Click "Go."

| Add Officer - Search<br>Please use the fields below to search for Auxiliary and Members that you wish to add as a future Officer. |  |  |  |
|---|--|--|--|
| You are searching for members related to Fraas-Fain Auxiliary 1000  |  |  |  |
| < <back organization="" profile<="" td="" to=""></back>   |  |  |  |
| Member #: Last Name: First Name: Go   |  |  |  |

9. Click on "Individual's Name."

| Add Officer - Search Results                                     |
|--|
| << back to search  |
| Janice G Criswell<br>Wheatland Auxiliary 2864<br>Member #: 33009 |

10. See Auxiliary Officer/relationship type, click drop down arrow, choose type and click. Type in the <u>start date</u> of 07/01/17 and the <u>end date</u> of 6/30/18 for the new term year. Click "Save."



See new officer position under current & future officers. (Note the end dates below are for 2017, but you will be entering for the year ending 6/30/18.)

| Officer Name      | Position acting | Start Date | End Date   |      |
|-------------------|-----------------|------------|------------|------|
| Rietcheck Carol   | President       | 07/01/2012 | 06/30/2017 | edit |
| Schwarz Rita K    | Treasurer       | 10/27/2013 | 06/30/2017 | edit |
| Criswell Janice G | Secretary       | 07/01/2016 | 06/30/2017 | edit |
| Pratt Angie       | Secretary       | 07/01/2015 | 06/30/2017 | edit |

\*\*Note\*\*--As of 7/01/17, Officers with a 6/30/17 end date will drop down to show in Past Officers file.

#### **Current Officer-position change**

11. To change position of current officer, click "Add Officer," type in name or ID number, click on name, go to membership type, click drop down arrow, click type and click. Type the correct start date and correct end date for the new term year. Click "Save." [Use this same procedure for a new officer.]

#### **ENTRIES ARE NOW COMPLETED!**

#### **NOTES:**

The decision has been made to allow only Department Secretaries or Treasurers to make Name, Address, and contact information changes online.

It is of vital importance that the Auxiliary notify the Department of any officer changes or address changes for President, Secretary, or Treasurer during the term year. Please complete the Officer Change or Correction form.

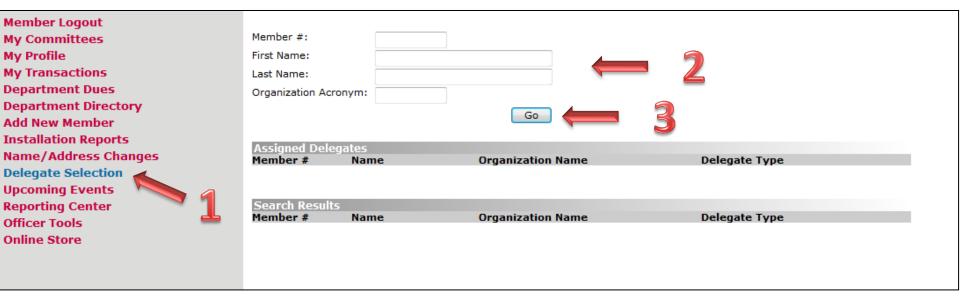
\*\*Note\*\*--email addresses are particularly important; please be accurate when entering them.

## Elected Delegate Selection Process



This document outlines the process for selecting your elected Delegates and Alternates for the upcoming National Convention. These selections of those elected are stored by National Headquarters until the following year when elections for the next National Convention are taking place.

## Search for elected member to select as a Delegate or Alternate



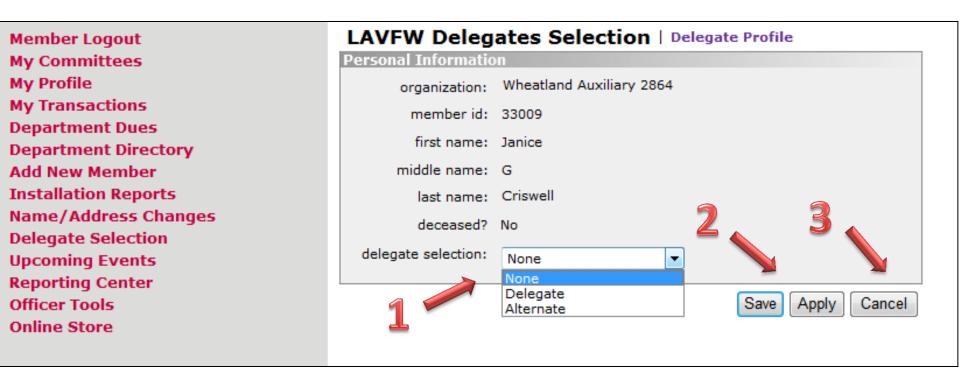
- 1. Click on "Delegate Selection"
- 2. Fill in at least one piece of search criteria
- 3. Click on the GO button to perform the search

## Select elected member to set as a Delegate or Alternate

| Member Logout                 |                            |                                     |  |               |
|-------------------------------|----------------------------|-------------------------------------|--|---------------|
| My Committees                 | Member #:                  |                                     |  |               |
| My Profile                    | First Name:                |                                     |  |               |
| My Transactions               | Last Name:                 |                                     |  |               |
| Department Dues               | Organization Acron         | ıym:                                |  |               |
| Department Directory          |                            |                                     | Co   |               |
| Add New Member                |                            |                                     | Go   |               |
| Installation Reports          | Assigned Delega            | atoc                                |  |               |
| Name/Address Changes          | Member #                   | Name                                | Organization Name  | Delegate Type |
| Delegate Selection            |                            |                                     |  |               |
| Upcoming Events               |                            |                                     |  |               |
| Reporting Center              | Search Results             |                                     |  |               |
| Officer Tools<br>Online Store | Member #<br>33009<br>33009 | Janice G Criswell Janice G Criswell | Organization Name<br>National Headquarters<br>Wheatland Auxiliary 2864 | Delegate Type |
|                               |                            | 1                                   |  |               |

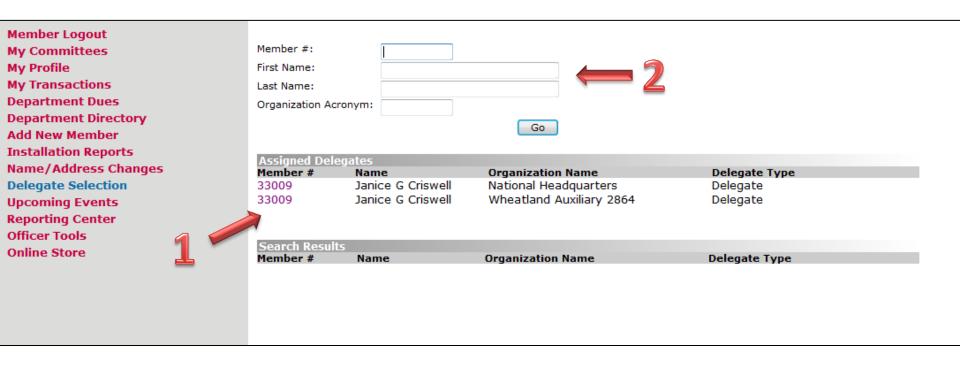
1. Click on the member ID number of elected member

## Choose Delegate or Alternate



- 1. Select Delegate or Alternate
- 2. Click Save or Apply
- 3. Clicking on Cancel will load the search screen

# See current selections and setup additional elected representatives as needed



- 1. Current elected members will be listed here
- 2. Repeat the outlined steps to add another Delegate or Alternate

Once an elected member is selected, that change is no longer editable online. Any changes to an elected representative will need to be made with National Headquarters well in advance of National Convention.