



**Department of Missouri
Chief of Staff
Extensions & Revitalization
2025-2026 Program Book
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Saddle Your Broom- It's a New Year!

Theme: “*Follow the Yellow Brick Road: Supporting Healthy Auxiliaries from Munchkinland to Missouri!*”

Like the Wicked Witch with a twist, we're not here to cause chaos. We're here to sweep Auxiliaries back onto the Yellow Brick Road! Our magical (and practical) tools help Auxiliaries navigate roadblocks, avoid flying monkeys (drama), and find courage, brains, and heart in leadership.

The Magical Mission

The Department Chief of Staff plays a vital role in keeping Missouri Auxiliaries healthy, active, and on track. Like the Wicked Witch (reimagined), our Chief of Staff doesn't stir up trouble; she uses her broom to sweep away confusion, guide leaders through storms, and keep everyone on the Yellow Brick Road to success.

Chief of Staff (Broom Boss)

- Primary Assistant to the Department President
- Aids in Institution and training of New Auxiliaries
- Eyes and Ears of all Department proceedings
- Knowledgeable in all facets of Auxiliary to include:
Bylaws, Programs, and Mentoring skills
- Identifies warning signs of struggling Auxiliaries
- Promotes use of MALTA to teach and inform members
- Be **Kind, Supportive, Patient**

Extension- Starting New Auxiliaries

Revitalization- New Life and Vitality

Mentoring- to Advise and/or Train

EXTENSION STEPS

- Identify Unaffiliated Posts.
- Contact Department President or Chief of Staff to discuss possibility of a new Auxiliary.
- Review MALTA for presentation tools.
- Ask the Post Commander for permission to make a presentation.
- Invite the President and/or Chief of Staff to attend meeting with the Post.
- Gain a 2/3 approval vote from Post membership.
- Department President will appoint an organizer to work with the Post.
- Mentor the new Auxiliary and members until healthy!

REVITALIZATION

Program Goals (Wizard-Approved)

Strengthen Current Auxiliaries - Just like Glinda showed Dorothy the way, Chiefs of Staff guide Auxiliaries back to basics. Here's how:

What makes an Auxiliary Healthy? (Green Flag)

A "Green Flag" Auxiliary has:

Completed all 5 Essentials:

1. Held at least 10 business meetings per year.
 2. Dues paid by at least 10 members on/before Feb 1.
 3. Quarterly audits completed and submitted.
 4. Officers elected, installed, and reported to National by June 30.
 5. President and Treasurer bonded by August 31.
- Members are engaged and willing to mentor others.
 - Utilized the Healthy Auxiliary Tool Kit in MALTA.
 - Demonstrated teamwork, communication, and leadership transitions.

What Are Yellow Flag Warnings?

Auxiliaries who:

- Miss one or more of the five essentials.
- Struggle to attract or retain members.
- Lack of participation in Programs.
- Fail to attend training/events.
- Show disorganization or unresolved conflict.

These groups need a gentle sweep back onto the road through mentoring and positive encouragement.

Red Flag Auxiliary

Simply means it's time to assign a team to work very closely with the Officers and members to bring them back to being a healthy Auxiliary.

- The Department President requests the Auxiliary be put on Suspension.
- A team is assigned to attend meetings and report findings to the Department President.
- Usually, a minimum of 90 days with monthly team reports.
- Mentoring is a huge part of the suspension process.
- Remove from suspension and continue mentoring.

STRUGGLING AUXILIARY PLAN:

PERFORMANCE IMPROVEMENT PLAN "PIP"

- The Department President assigns a PIP team to take the lead.
- PIP Team meets with Auxiliary Officers or individuals to identify issues and possible resolution, OR:
- PIP Team meets with Auxiliary Officers or individuals and together set goals and develop a plan to achieve goals. Then:
- Plan is implemented using the NEW PIP form.
- Mentoring of Officers and members is a critical part of a "PIP."
- PIP Team attends Auxiliary meetings until issues or goals have been met.

Expected Result - Auxiliary Restored to Healthy

Mentoring

- Prepares members to become educated leaders
- Ensures legacy of the VFW Auxiliary
- Creates strong and healthy Auxiliaries
- Auxiliaries move forward not "anchored in the past"
- Encourages and offers guidance
- Guarantees the Auxiliary future

Extension and Revitalization National Awards

Award for Members

\$25 VFW Store gift certificate to one member in each of the 10 Program Divisions for the best assistance to the Chief of Staff in establishing a new Auxiliary with the approval of the Department President.

“NEW” Award for District President

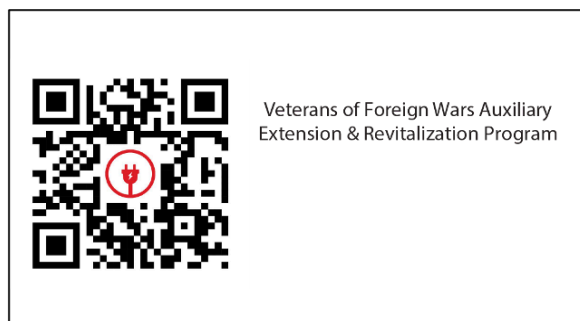
\$25 VFW Store gift certificate to one District President or Official Representative in each of the 10 Program Divisions for the best assistance to the Chief of Staff with a struggling VFW Auxiliary by mentoring and maintaining a close relationship until the Auxiliary becomes Healthy, with the knowledge of the Department President. Use of MALTA Member Resources Healthy Auxiliary tools and mentor training is required.

Awards for Department & Department Chairman

\$25 VFW Store gift certificate to one or Department Chief of Staff in each of the 10 Program Divisions for the most unique promotion educating members to maintain healthy Auxiliaries and to promote Extension while utilizing MALTA Member Resources.

Useful Tool

Fillable Program Business Cards will be located in MALTA Member Resources beginning 2025-2026 year to add your contact information to.



Scan this QR code and it will take you to the Extension & Revitalization Program information on the Auxiliary website.