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Department Chief of Staff

As Department Chief of Staff, I am a ‘jack-of-all-trades’!! My jobs are:

1. to help ensure the success of our Department Auxiliaries,
2. to help increase our membership,
3. to help promote our Programs.



I will also be serving as the Extension & Revitalization Chairman and promoting Mentoring for Leadership.

I will assist our lovely Department President Amy Jo when asked and will be kept updated on what is going on within our Department. I will be an advisor for our Department President and an extra set of eyes and ears to be on the lookout for the “Red Flags” that would tell us an Auxiliary is in trouble and needs assistance. Throughout the year, I will be promoting the use of *Building on the VFW Auxiliary Foundation* and the many resources available to the Auxiliaries in MALTA.

EXTENSION & REVITALIZATION PROGRAM



The purpose of Extension and Revitalization is to:

1. Present to Bachelor Posts
2. Establish New Auxiliaries
3. Maintain and strengthen our current Auxiliaries.
4. Recognize Red-Flag Auxiliaries

EXTENSION

We need to make certain that current Auxiliaries are sound, but it is equally important to make presentations to bachelor Posts and when viable to institute new Auxiliaries. An Auxiliary cannot exist without a Post and there must be a 2/3 vote of the Post to get started. Positive and knowledgeable Auxiliary presenters are important when addressing a Post.

Ask permission to describe the benefits of an Auxiliary to a VFW Post. Extension tools and presentations are available in MALTA Member Resources.

Establishing New Auxiliaries Whether a VFW Post decides on its own that it wants an Auxiliary or whether an auxiliary member or non-member sees the potential for a new one, the steps for creating an Auxiliary are the same.

1. A VFW Post must vote by 2/3 majority to have an Auxiliary. (An Auxiliary can never exist on its own without a Post and can never be started without that Post's permission.)

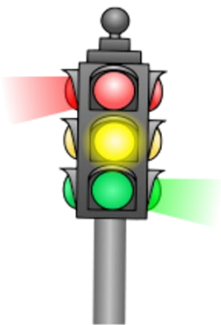
2. The Department President appoints the official organizer of that Auxiliary, and the organizer must be a member of the Auxiliary.

- It would help to allow two others who are knowledgeable with Auxiliary business and work well with others to be on an organizing team. They can answer questions and assist with training, educating, and mentoring the new Auxiliary once it is instituted. It is recommended that the organizer and the organizing team work with the Auxiliary and its members for at least a year, or until they are ready to proceed as an Auxiliary in good standing.

3. A minimum of 15 eligible applicants must be on the Charter application. Transfers are accepted at the close of the institution and just prior to the installation of the newly formed Auxiliary. The Department Chief of Staff could assist by providing the following tools for the organizer and organizing team:

For more information on this topic, see Article II, Auxiliaries and Article VIII, Officers (Sec. 815) of the VFW Auxiliary Podium Edition: Bylaws and Ritual.

Revitalization



Maintaining Current Auxiliaries as Healthy Auxiliaries is the focus of Revitalization. I purchased a stoplight for our Department Meetings and for President Amy to take on her District visits. I will display one of three lights: Green, Yellow, or Red at our meetings, so everyone can see how our Department is doing. I know it will be Green at all three meetings!!! Let me explain what each light means:

GREEN LIGHT –YELLOW LIGHT – RED LIGHT

Auxiliaries who are at the **GREEN LIGHT** are healthy Auxiliaries.

YELLOW LIGHT - Auxiliaries are displaying a Red Flag and a caution light, and it is up to the Department Chief of Staff, when requested by the President, to assist the Auxiliary. The District President or Auxiliary Representative must be honest in the assessment of their visit to an Auxiliary and communicate any concerns to the Department President and/or Chief of Staff. This Red Flag could be failure to meet any one or more of the **5 Essentials of an Auxiliary**. It could also be a subtle concern for example, attracting no new members, failure to report in Programs, no new officers, not growing, or failure of members to attend District and Department meetings and Department trainings. As soon as the **Caution** light appears, the Department Chief of Staff needs to work closely with the Department President and observe what is happening on the Auxiliary level - be ready to spring into action. This is the time to step in and **OBSERVE** the Auxiliary and offer **MENTORING**. Pick the member or team that fits the Auxiliary – there is no one size fits all. Perhaps mentoring would be the solution and the Auxiliary can get into the **GREEN** quickly. Mentors might be considered counselors and cheerleaders. Focus on the positives of the Auxiliary and encourage those, while offering guidance and training in areas of concern.

RED LIGHT – the Auxiliary may be put on suspension as a time to step back and regroup. Suspension should not be looked on as a negative thing, it simply means there is some work to do to get the Auxiliary where it needs to be. The hope is that the Auxiliary will recover and come back stronger and better than before.

The National Organization has developed many resources for members to use, including tools available in MALTA Member Resources. These resources have proven to be valuable tools in helping Auxiliaries be more productive.

The Healthy Auxiliary Tool Kit – included in this kit are seven (7) resources to assist Auxiliaries in identifying and solving issues:

- Healthy Auxiliary Checklist
- Healthy Auxiliary Member Questionnaire
- Auxiliary Meeting Clinic
- Communication Phone/Text Tree
- Good Job Certificate
- Healthy Auxiliary Certificate
- VFW Auxiliary Mentoring Guide

Building on the VFW Auxiliary Foundation makes every effort to educate members on all aspects of the duties of Officers at all levels, how to be a Chairman, the why of reporting, etc.

Saving an Auxiliary may be achieved by recruiting new members. Work with your Membership Chairman to help an Auxiliary become Healthy. (No new members = a true Red Flag) (See Membership in MALTA Member Resources for recruiting tools)

Five Essentials of an Auxiliary

The National Organization requires only five (5) things of an Auxiliary:

- 1. Auxiliaries should have at least ten (10) business meetings per year. (Sec. 210, A.) Five (5) members in good standing (of that Auxiliary) shall constitute a quorum for the transaction of business. (Sec. 212, A.)**
- 2. Dues should be paid by at least ten (10) members on or before February 1 of the current year. (Sec. 207, C.)**
- 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 generates the bond application via email. (Sec. 804A and 806A)**
- 5. The offices of President and Treasurer MUST be bonded by August 31. (Sec. 814, E.)**

Mentoring for Leadership

Mentoring for Leadership should include training and educating members to be future leaders. We must make sure that the legacy of the VFW Auxiliary continues through strong and healthy Auxiliaries with members who are prepared to take on leadership roles and will continue to move the VFW Auxiliary forward. We can't allow our Auxiliaries to stay "in the past", technology gives us the ability to reach so many more members, which then allows us to continue the tradition and promise to take care of our veterans and their families. As National Chief of Staff Betty Arnold stated, "**blend the past with the present to guarantee our future.**"

1. Mentoring helps broaden leadership skills and leadership provides guidance for mentoring members; they work hand in hand.
2. A stronger membership will be accomplished through mentoring.
3. Through the mentoring process, we can form a friendship with a new member or even a member who has been inactive for a while, thus creating a stronger Auxiliary.
4. Utilizing the Mentoring at VFW Auxiliary: Relationship Building for the Future document will help you get started in creating a Program for your Auxiliary.
5. Through this Program you will be encouraged to promote the CARE concept.

CARE CONCEPT

C- Catch a member when they first join.

A- Ask them to participate.

R- Remember what it felt like to be new.

E- Engage them in a program that fits them.



Over time, this member may express interest in holding an office or chairmanship. Work with them to help them succeed. This will only make the Auxiliary and the organization better. Choose the mentor carefully. If the member is interested in floor work, choose an experienced floor worker, if they are interested in keeping books, have them work with the Secretary or Treasurer.

Remember to use our Resources:

- *Building on the VFW Auxiliary Foundation*
- Healthy Auxiliary Tool Kit
- MALTA – Extension & Revitalization
- The current year National Program Book "Understanding Auxiliary Traditions" video.

If you need anything, please **DO NOT** hesitate to call, or email me. Here's to a very successful year!!