

# How to be a Chairman

So, your Auxiliary President has asked you to be one of the Auxiliary chairmen for the year. You have no idea where to start or what is expected of you. Below are some helpful hints to get you started. Also refer to the Bylaws yellow page 29.

## Be familiar by reading information on the Program

- Use the resources below to become familiar with the chairmanship. Those resources available are:
  - **vwauxiliary.org** – This is the National website where you will find information about the programs once you login. On the dark blue bar, click on “Member Resources”. You will find the list of programs listed on the left side. Just click on that program and review the information provided.
  - **vwauxmo.org** – This is the Department website. Click on “PROGRAMS”. There you will find all the programs listed. Click on the one you need and read the information from the Department Chairman. Every two months, the Chairmen put out promotional material for the Auxiliaries to use. So, check it often. They will also have forms that you may need throughout the year.
- **Check with the previous Chairman.** Ask them questions about what they did the prior year. Were there any big projects that worked? They should guide you as you start your program.
- **Come up with ideas on projects you can do.** Before you propose this to your Auxiliary at your meeting, have a plan. That includes the “who, what, when, where, and how”.
  - Who – who will benefit?
  - What – Explain what kind of project.
  - When and Where – an idea of the date, time and location for the project.
  - How – How much will it cost? How many volunteers are needed to make it happen?
  - Each month you should report on your program. Even if it is a small item.
- **Bring the project to the Auxiliary.** You can make a motion to do the project and give an approximate amount of money needed to get started. Once it has been approved, you can proceed with the planning.
- **Invite members to help.** Don’t try to do all of it by yourself. Make it a team effort.
- **Do the actual project.**
- **Give a report** on the project at the next meeting.
- **Go to the Department website to report your project.** vwauxmo.org. You will need to report the hours, money, how many members, etc. and give a description of the project. Do this on a timely matter.
- **Keep a notebook** with your notes on what worked, what failed, etc., so that if you do it again, you know what needs to change. Be creative with your program. Think outside of the box! Come up with ideas that have never been done. If it works, great! If not, go back to the drawing board.