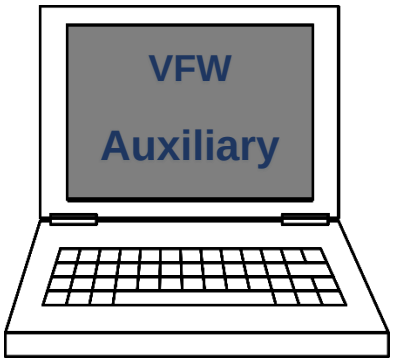
UNWAVERING SUPPORT

FOR UNCOMMON HEROES™

VFW Auxiliary
Department of Missouri
Secretary Guide



VFW Auxiliary
Secretaries

The President has a lot of confidence in you to appoint you as her secretary. She will rely on you to keep her informed on old and new business to bring up in the meeting. Ask her for an agenda prior to the meeting so you can know ahead of time as to what may take place at the meeting.

Listed below are some of the Secretary duties.

The duty of a secretary is to:

- Record all minutes of the Auxiliary meeting.
    - See "Secretary Minutes" for information to put in the minutes.
- Keep all correspondence/communications.
    - Keep for one year.
- To read applications of new members and to check for the signature of the investigating committee.
- Notify newly elected members.
- See that all **installation reports** have been submitted to the Department Secretary.
    - It is important to make sure this is done in May.
- Maintain a roll of deceased members with the date of death.
- Input or transmit the names of **Delegates and Alternates to District, Department, and National**.
    - In March or April, your Auxiliary should be electing delegates and alternates to attend the District, Department and National Convention. It is your job to make sure a list of those delegates and alternates are forwarded to the proper Secretary.
- To have the minutes present at the Auxiliary audit.
    - The Secretary should attend the Audit to only answer questions if they come up.
    - If questions come up about donations made, your minutes should show the motion and the action taken.

Below are the items in this packet for your use.

- Secretary Minutes
    - This gives the items that are to be included in your minutes.
- Roll Call
- Secretary Minutes – (Cheat sheet)
    - This will help when taking your minutes. Use this to write or type your minutes for the next meeting.
- Officer Change Form
    - Send this to the Department Secretary when there is a change in your auxiliary officers. It also includes any changes to your meeting, i.e., date, place, time, etc.

Secretary 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.
3. A record of all minutes of each meeting of the VFW Auxiliary, which is the history of the Auxiliary, thus considered permanent documents.
4. Minutes are to be what was done – not what was said.
    a. The minutes do not reflect the discussions.
5. The minutes record the motions made and seconded and passed at each meeting. They include the business of the Auxiliary as the motions are made and passed by the majority of the members present for:
    a. Specific projects.
    b. Certain fundraisers.
    c. Support of Auxiliary programs.
        i. This information can be used for reporting purposes and should a question ever arise.
6. The Secretary is the only person who may record the minutes for her use in writing them as long as she gets approval from the members in attendance.
7. A vote of the membership determines the manner in which the minutes of the Auxiliary are read, printed and/or distributed.
8. Once the minutes are approved, the Auxiliary Secretary is to sign and date the minutes.
9. The minutes can be typed or handwritten.
    a. Put page numbers.
    b. Have room for the Trustees to sign and date.
    c. Can be in a standard bound record book purchased through the VFW Store or a three-ring binder.
10. Minutes may be written in complete sentences or as bullet point list as long as they include:
    a. Name and number of the Auxiliary.
    b. Date and place of the meeting – note if it is a regular or special meeting.
    c. Time called to order.
    d. Name of presiding officer.
    e. Number of persons present – list any pro-tem officers.
    f. Name of visitors with their appropriate title.
    g. Names of candidates for membership, their eligibility and the outcome of their acceptance or rejection.
    h. Action taken on the minutes of the previous meeting.
    i. A copy of the Treasurer's report and each quarterly audit report to incorporate in the minutes.
    j. List correspondence read and bills presented.
    k. Reports of the Chairmen and the due dates of projects.
    l. Motions that are made. You need to record the motion with who made it and who seconded it. Was it passed?
    m. Record those who spoke under the "Good of the Order" and what they said.
    n. Time meeting was closed.

Secretary's Minutes

Revised 6/22

Date: _____ Time: _____ Place: _____
Presiding Officer: _____
Number attending: _____
***Pro-tems are**: _____ _____*
_____ _____

***Introduction of Guest:** _____*
_____ _____

Reading and Referring of Petitions for Membership:
_____
_____
_____
*_____**Report of Investigating Committee:***
_____

***Accepted:** _____ **Rejected:** _____*

Reading of the Minutes of Previous Meeting:
Approved as Read _____ Approved as Corrected _____

Treasurer's Report:
Balance of Last Report: $ _____
Receipts: $ _____

Disbursements: $ _____
Balance on Hand: $_____ ***Presentation of Bills**:*
$_____ To:_____ For:_____
$_____ To:_____ For:_____
$_____ To:_____ For:_____

Reading of Official and Other Communications:
Department General Orders # _____
From: _____ Regarding:_____
From: _____ Regarding:_____
From: _____ Regarding:_____
From: _____ Regarding:_____

Report of Committees – Standing and Special
Veterans & Family Support Report– Chm. _____
_____
_____
Americanism Report – Chm. _____
_____
_____
Auxiliary Outreach Program – Chm._____
_____
_____

*"Buddy"® Poppy/National Home – Chm.*_____

_____

_____

Chaplain Report – Chm. _____

_____

_____

Historian Report – Chm. _____

_____

_____

Hospital & VAVS Report – Chm. _____

_____

_____

Legislative Report – Chm. _____

_____

_____

Membership Report – Chm. _____

_____

_____

Mentoring for Leadership Report – Chm. _____

_____

_____

Scholarships Report – Chm. _____

_____

_____

Youth Activities – Chm. _____

_____

_____

Unfinished Business:

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New Business:

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Report of Trustees and Action Thereon

Motion was made by _____ and seconded by _____ to accept the audit report. Motion carried.
Motion was made to pay the bills by _____ Seconded by _____.

Suggestion for the Good of the Order

_____
_____

Closing Ceremonies

The closing ceremonies were conducted according to the Ritual, and the meeting adjourned at _____ pm. The next meeting will be held on _____at _____.

Line Officers and Appointed Officers

Date: Revised 6/2021

Office	Name												
President													
Sr. Vice President													
Jr. Vice President													
Treasurer													
Secretary													
Chaplain													
Conductress													
Guard													
Patriotic Instructor													
Historian													
Flag Bearer													
Banner Bearer													
Color Bearer #1													
Color Bearer #2													
Color Bearer #3													
Color Bearer #4													
Musician													
Asst. Conductress													
Asst. Guard													
3 Year Trustee													
2 Year Trustee													
1 Year Trustee													

National Program Chairmen

Chairman	Name												
Americanism													
Aux Outreach Program													
“Buddy”® Poppy/ National Home													
Hospital													
Legislative													
Membership													
Mentoring for Leadership													
Scholarships													
Veterans & Family Support													
Youth Activities													

Officer Change Form

This form MUST be sent to the Department Secretary when there is a change of officers in your Auxiliary. This is for **all** officers. Once received, the Department Secretary will change the office in MALTA.

Please PRINT or TYPE the information clearly. You can email vfwauxdeptmo@gmail.com, fax (**636-338-4212**) or send this information: **Jackie Davis, MO VFW Auxiliary, Secretary, 3849 Hwy 47 W, Troy, MO 63379**

Meeting Change information

Date: _____ **Time:** _____

Place:_____

Changes in the offices of President, Sr. Vice, Jr. Vice, Secretary, Treasurer, Chaplain, Conductress/Conductor, Guard or Trustees.

Change in Auxiliary Officer: _____ Change in District Officer: _____

Auxiliary _____ District _____

Office: _____

Name: _____ Auxiliary ID NO: _____

Change in Auxiliary Officer: _____ Change in District Officer: _____

Auxiliary _____ District _____

Office: _____

Name: _____ Auxiliary ID NO: _____

Change in Auxiliary Officer: _____ Change in District Officer: _____

Auxiliary _____ District _____

Office: _____

Name: _____ Auxiliary ID NO: _____

Change in Auxiliary Officer: _____ Change in District Officer: _____

Auxiliary _____ District _____

Office: _____

Name: _____ Auxiliary ID NO: _____