



VFW Auxiliary

Welcome to the VFW
Auxiliary
2023-2024
Secretary
School of Instruction



VFW Auxiliary

Items you will need this year:

Secretary Minutes Guide
Sheet

Installation Reports

Current Bylaw Book (new ones
come out in Oct-Nov)



VFW Auxiliary

- ▶ Retention Schedule! See the yellow pages in the Bylaws!!!
- ▶ Bylaw books-6 years
- ▶ Charter-Permanent
- ▶ Correspondence (General Orders) 1 year
- ▶ Inspection report-1 year
- ▶ Minutes-6 years
- ▶ Program reports-1 year
- ▶ Standing Rules-6 years



VFW Auxiliary

What goes into the Minutes? Part 1 of 2

- ▶ Roll call of Officers-who's absent. Feel free to add in how many are present.
- ▶ Ending balance of Treasurer's Report (The Treasurer must give you a copy to attach).
- ▶ Audit ending balance-YOU MUST have a copy attached to the minutes.



VFW Auxiliary

- ▶ Minutes Continued part 2 of 2
- ▶ Unfinished business and new business. You must state who made a motion, who provided the 2nd, and if it passed, failed, or was tabled.
- ▶ Voting on Delegates and Officers (In April)
- ▶ Also, all chairman discussions (clear and concise)
- ▶ Make them as good as you can. You never know who may end up reading them!
- ▶ Minutes can be kept in a hard copy or electronic format.



VFW Auxiliary

Websites to help you:

www.vfwauxin.org

www.vfwauxiliary.org

www.vfwauxiliary.org/treasurer-resources

www.vfwauxiliary.org/officer-tools



VFW Auxiliary

Bylaws for Secretaries: (CYA)



Sec. 812-Secretary Duties (All Levels)

Sec. 812A-Auxiliary Secretary



VFW Auxiliary

Secretary Duty Overview

Monthly Minutes-Follow the Bylaws. What must be incorporated?

Minutes can be distributed-Per Auxiliary Vote

Perform duties as assigned by the President

Notify the Dept. Secretary of address changes of OFFICERS!

Maintain the Deceased Member Roll

Know the Difference between Delegate Levels

Installation Reports/Warrants



VFW Auxiliary

MALTA!!!

MALTA!!!

MALTA!!!



VFW Auxiliary

- ▶ Activate your account (ID #, Name as National has it, and your 5 digit zip code)
- ▶ Enter secure password (it will prompt for this)
- ▶ Find the Duties button and begin!



VFW Auxiliary

Auxiliary Roster

1. Click on Duties. Auxiliary Secretary (or Treasurer) Tab.
2. Click on View Members.
3. Click on Membership type-chose ACTIVE MEMBERS
4. Click submit.
5. Download into Excel. Adjust Excel columns to see all info.



VFW Auxiliary



VFW AUXILIARY
Member Portal

Welcome **Kassandra Osborn** [Manage Profile](#) | [View Card](#)

[✉](#) | [🔗](#) | [Support](#) | [Logout](#) | [🐦](#) | [f](#) | [📌](#) | [📺](#)

[Home](#) | [Profile](#) | [Duties](#) | [Events](#) | [Make Gift](#) | [Reports](#)

[Department Treasurer](#) | [Department Secretary](#) | [District Secretary](#) | [Auxiliary Treasurer](#) | [Auxiliary Secretary](#)

Geneva Auxiliary

Shortcuts



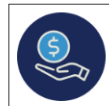
[View Members](#)



[Reports](#)



[Officers / Installations](#)



[Print Bond](#)



[Manage Delegates](#)

Manage Members

1. [Address Labels](#)
2. [Phone & Email List](#)
3. [Print Member Cards](#)

Manage Auxiliary

1. [Auxiliary Meeting Information](#)
2. [Auxiliary Mailing Address](#)
3. [Officer Contact Information](#)
4. [Manage Social Media](#)



VFW Auxiliary



VFW AUXILIARY
Member Portal

Welcome **Kassandra Osborn** [Manage Profile](#) | [View Card](#)

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[Home](#) | [Profile](#) | [Duties](#) | [Events](#) | [Make Gift](#) | [Reports](#)

[Duties](#) | [Auxiliary Secretary](#) |

View Members - Geneva Auxiliary

Use the search options below to search for one specific member or a list of members.

Search for one Member

(Search by Member ID or name, not both at the same time)

Member ID

First Name

Last Name

Search for a list of Members

Membership Type

Members with Bad Address

Links

[Online Auxiliary Academy](#)

Address

VFW Auxiliary National Headquarters
406 W. 24th Street, 10th Floor

Social Media

[Pinterest](#)



VFW Auxiliary

Index

Secure | <https://malta.vfwauxiliary.org/Department/NewMembersSearch?role=Secretary>

Members At Large Only

Search Close

Download CSV Download Excel

District	Auxiliary	Member ID	Last Name	First Name	Membership	Expiration Date	Phone Number	Current Address	Action
DIN02	3790	3042914	Abbott	Janet	Annual	12/31/2018	-	609 Highland Dr Wenatchee, WA 98801-3444	Edit Bad Address
DIN02	3790	3275048	Abney	Diane	Annual	12/31/2018	-	2659 E Private Road 350 N Logansport, IN 46947-7918	Edit Bad Address
DIN02	3790	2788223	Albright	Jo	Annual	12/31/2018	-	2020 Smead St Logansport, IN 46947-3745	Edit Bad Address
DIN02	3790	3204390	Albright	Laura	Annual	12/31/2018	-	1723 Royal Center Pike Logansport, IN 46947-1054	Edit Bad Address
DIN02	3790	2185542	Albright	Linda	Annual	12/31/2018	-	17 Cleveland St Logansport, IN 46947-1017	Edit Bad Address
DIN02	3790	2000179024	Althouse	Susan	Unpaid	12/31/2017	-	3321 W 800 S Jonesboro, IN 46938-9781	Edit Bad Address
DIN02	3790	2000343508	Anderson	Charles	Unpaid	12/31/2017	-	230 Coles St Logansport, IN 46947-4921	Edit Bad Address
DIN02	3790	3209033	Appleton	Carolyn	Annual	12/31/2018	-	PO Box 8 Burrows, IN 46916-0008	Edit Bad Address
DIN02	3790	3399641	Arone	Patricia	Annual	12/31/2018	-	3009 E Broadway Logansport, IN 46947-2103	Edit Bad Address
DIN02	3790	2186255	Atkinson	Patricia	Annual	12/31/2018	-	820 Helm St Logansport, IN 46947-3314	Edit Bad Address

Show 10 records

1 2 3 ... 42 »

Links
Auxiliary Academy
Officer Resources
Membership Resources
Program & Publicity Resources

Address
VFW Auxiliary National Headquarters
406 W. 34th Street, 10th Floor
Kansas City, MO 64111
Phone: (816) 561-8655
Email: info@vfwauxiliary.org

Social Media
Pinterest
Facebook
Twitter
Youtube

Type here to search

8:05 AM
8/10/2017



VFW Auxiliary

National Delegates

- ▶ Use Malta or Form that National provides in the Spring
- ▶ 1 Delegate per 50 members or a fraction thereof
- ▶ Form or Malta input must be received by National on May 31
- ▶ Do not send these to the Department or District
- ▶ There is no fee for National Delegates
- ▶ Even if you aren't going-still need you to do this



VFW Auxiliary

Home | Officers

Department Treasurer | Department Secretary | Auxiliary President

Department Secretary - Department of Indiana - IN Duties

Shortcuts

- View Members
- Address Labels
- Phone List
- Installation Report
- Manage Delegates

Membership Management

8:04 AM 8/10/2017

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VFW Auxiliary

Delegate Entry

Secure | https://malta.vfwauxiliary.org/Department/Secretary/Delegates?auxKey=145358&parent_key=14535

Profile Duties Resources Events Make Gift Reports

Home | Officers | Department Secretary | Manage Delegates

National Delegate Entry - Howard W Bandelier Jr Auxiliary 2457

Allocated 1 Delegate(s) and 1 Alternate(s) - Based on membership count of 50 March 31st
Auxiliary Howard W Bandelier Jr Auxiliary 2457 is allocated 0 Delegate(s) and 0 Alternate(s).

Print Download CSV Download Excel

Delegate(s)

Member ID	Name	Auxiliary	Department
2994279	Kay Galligher	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana
9155829	Kassandra Osborn	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana
9135027	Kelly K Diez	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana
2000284797	Edward Osborn	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana
9135032	Ingrid Gresley	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana

Alternate(s)

Member ID	Name	Auxiliary	Department
2000051386	Rita Hakes	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana
2000057607	Sara A Bubp	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana
2000045726	Donna R Cunningham	Howard W Bandelier Jr Auxiliary 2457	Department of Indiana



VFW Auxiliary

Department Delegates

- ▶ Forms and fees will be sent to Aux. Treasurer in April.
- ▶ Fees and Delegate form are due to me in the middle of May.
- ▶ Fees are \$3.00 per Delegate + \$3.00 for President.
- ▶ Fees are an OBLIGATION-you will be in arrears if not paid.
- ▶ No Awards if not paid (and per the Bylaws, I must report to National).
- ▶ 1 Delegate per 30 Members or a fraction thereof.



VFW Auxiliary

Dept. Delegate Form - Word

Kassandra Osborn

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Clipboard Font Paragraph Styles Editing

Veterans of Foreign Wars Auxiliary

VFW Auxiliary, Department of Indiana
Delegate and Alternate Form

Auxiliary Number _____ District Number _____

President _____ \$3.00

Membership (March 25, 2018) _____ = # of Delegates _____ @ \$3.00/each= \$ _____

Total Due \$ _____

Delegates	Alternates
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____
11. _____	11. _____
12. _____	12. _____
13. _____	13. _____
14. _____	14. _____
15. _____	15. _____
16. _____	16. _____
17. _____	17. _____
18. _____	18. _____
19. _____	19. _____
20. _____	20. _____
21. _____	21. _____
22. _____	22. _____
23. _____	23. _____
24. _____	24. _____

Signed by Auxiliary Secretary _____

PAGE 1 OF 1 113 WORDS

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VFW Auxiliary

District Delegates

- ▶ Form will be sent with Dept. Forms with instructions.
- ▶ Each District varies on cost-check with Dist. President
- ▶ District Forms must be received by Dist. Secretary PRIOR to the District Convention (April-May time frame)
- ▶ District Delegates-1 per every 15 members or a fraction thereof.



VFW Auxiliary

DISTRICT DELEGATE LIST - Word

FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW

Calibri (Body) 11 A Aa [Font icons] [Paragraph icons] [Styles icons]

Find Replace Select

Clipboard Font Paragraph Styles Editing

UNWAVERING SUPPORT FOR UNCOMMON HEROES

DISTRICT DELEGATE LIST

<u>Delegate Names</u>	<u>Alternate Names</u>
1. _____	1. _____
2. _____	2. _____
3. _____	3. _____
4. _____	4. _____
5. _____	5. _____
6. _____	6. _____
7. _____	7. _____
8. _____	8. _____
9. _____	9. _____
10. _____	10. _____
11. _____	11. _____
12. _____	12. _____
13. _____	13. _____

PAGE 1 OF 1 84 WORDS

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VFW Auxiliary

Installation Reports

Per Section 806A of the Bylaws-Installations **MUST BE** performed prior to the Department Convention.

Install Reports go into Malta. You will need the membership ID of Officers-President through Trustee #1.

Current Secretary is responsible for the next year's Install Report.

Install Forms should go out in April's General Orders if not using Malta.



VFW Auxiliary



To E

Installation Report x indianapolis.marriott.com x

Secure | https://malta.vfwauxiliary.org/Department/NewOfficers?currentRoleName=Secretary&parent_key=19¤tLevel=Department

Department Officers - Department of Indiana

Former Officers Current Officers Future Officers Enter Installation Report

Print Download Excel

Officer Installation 2018-19 Officers

Office	Member ID	Name	Term
President	2966599	Cheryl Dillard	July 01, 2018 - June 30, 2019
Senior Vice President	9004092	Jennifer Morris	July 01, 2018 - June 30, 2019
Junior Vice President	182960	Anna Mauk	July 01, 2018 - June 30, 2019
Secretary	9155829	Kassandra Osborn	July 01, 2017 - June 30, 2019
Treasurer	9155829	Kassandra Osborn	July 01, 2017 - June 30, 2019
Chaplain	2000079011	Linda Misuraca	July 01, 2018 - June 30, 2019
Conductor / Conductress	2190735	Harriet Figg	July 01, 2018 - June 30, 2019
Guard	2000028054	Amanda Etchison	July 01, 2018 - June 30, 2019
Patriotic Instructor	23304	Loretta Shonk	July 01, 2018 - June 30, 2019
Chairman	3072601	Jill Wilson	July 01, 2018 - June 30, 2019
Chief Of Staff	28269	Gloria Faulk	July 01, 2018 - June 30, 2019
Historian	2000273905	Michael Turner	July 01, 2018 - June 30, 2019
Color Bearer # 1	27279	Dana Lyn Blanchard	July 01, 2018 - June 30, 2019
Color Bearer # 2	2000235594	Waylon Gross	July 01, 2018 - June 30, 2019
Color Bearer # 3	2000091305	Stephanie Gross	July 01, 2018 - June 30, 2019
Color Bearer # 4	124792	Sharron Barger	July 01, 2018 - June 30, 2019
Banner Bearer	2000100690	Laura Goldman	July 01, 2018 - June 30, 2019
Flag Bearer	3198660	Sue Shoultz	July 01, 2018 - June 30, 2019
Musician	3407309	Antonia Cordero	July 01, 2018 - June 30, 2019
Soloist	3401242	Sandra Funk	July 01, 2018 - June 30, 2019
Assistant Secretary	9370293	Vicki Burger	July 12, 2017 - June 30, 2019
Assistant Treasurer	3072601	Jill Wilson	July 01, 2018 - June 30, 2019
Assistant Guard	2190778	Linda Wall	July 01, 2018 - June 30, 2019
Assistant Conductor/Conductress	106316	Pamela Zander	July 01, 2018 - June 30, 2019
Assistant Musician			

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VFW Auxiliary

- ▶ After Adding Officers
- ▶ Input Day and Week of Meetings-Example, 1st Monday
- ▶ Time
- ▶ Location-Example, VFW Post 2457
- ▶ City and Zip code
- ▶ Dues Amount. Remember, any change is IMMEDIATE.



VFW Auxiliary

- ▶ Thank you!
- ▶ Any Questions?????