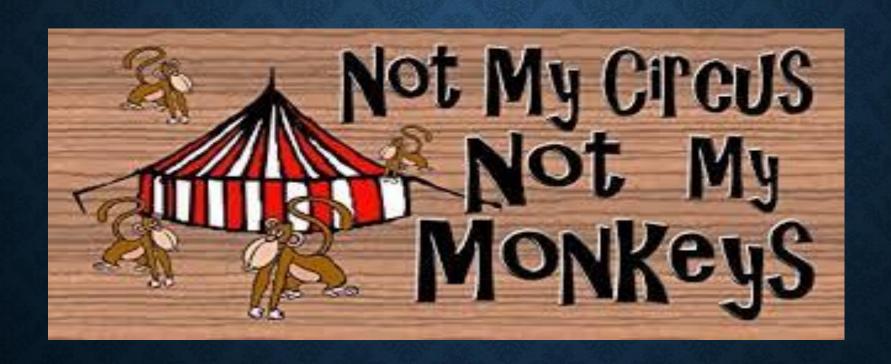
#### NOT MY CIRCUS...NOT MY MONKEYS



# VFW AUXILIARY, DEPARTMENT OF INDIANA

**Secretary Training** 

September 5, 2025

#### SECRETARY-APPOINTED



#### HELPFUL RESOURCES

Websites to resource:

www.vfwauxin.org

https://vfwauxiliary.org/

Malta-look under Officer Resources

#### VFW AUXILIARY NATIONAL BYLAWS

Section 812 National Bylaws

- Podium Edition of the National Bylaws
  - Minutes of Business Meetings
    - Official Correspondence
      - Installation Reports
        - Delegate Forms

#### RETENTION SCHEDULE

- Official Communications---1 year
  - Minutes--6 years
  - Installation Report—1 year
    - Delegate Forms—l year
- Auxiliary Standing Rules—6 years

#### **AUXILIARY MINUTES**

## What's included?? See the of the Yellow Pages of the National Bylaws.

- All official business, including motions!! Who made it, who 2<sup>nd</sup> it, and discussion.
  - All treasurer reports and audit reports
- Report of Investigation Committee-New member names-recommend to include who they joined under and how related.

#### SECRETARY TASKS (END OF YEAR)

- Maintain a roll of deceased members. Turn in to District AND Department Chaplains.
- Input names of Delegates into Malta for National, fill out Delegate forms for Department and District to send in.
  - Input Installation Report into Malta.

### QUESTIONS

