



School of Instruction President Training

Duties of President (All Levels)

- **Preside over meetings – Enforce Strict Observance of Bylaws & Rituals of VFW Auxiliary**
- **Maintain Order - No disruptions during meeting (right to remove disruptive member from meeting)**
- **Appointment of Officers & Committees (Secretary, Patriotic Instructor, Floor Officers (if applicable), Historian, and all Program Chairmen**
- **Within 30 days of installation – last quarterly audit & membership status report to Commander of respective Department, District, or Post**
- **Review and understand your Auxiliary's standing rules annually**

Auxiliary Presidents

- **See that All Auxiliary Business transacted properly & efficiently**
- **Countersign all checks with Auxiliary Treasurer**
- **See that All Reports are completed correctly & on time**
- **Attend all district meetings/conferences/convention or your representative**
- **Attend Audits of your Auxiliary**

District Presidents

- **Attend COA/Conferences/Conventions or your representative**
- **Conduct an official visit to all auxiliaries in district annually (not your own auxiliary – have Sr. Vice or another representative)**
- **Hold one annual meeting to promote School of Instruction**
- **Act as liaison between auxiliaries in district and department**
- **May conduct annual Memorial Service in accordance with Ritual to pay tribute to deceased district members**
- **Countersign all checks with District Treasurer (motioned & passed or standing rules) Attend district audits**

Best Practices

- **MALTA – download vfwauxiliary.org (forms, reports, training videos, event schedules, VFW Auxiliary magazine, program information, and National Ambassador posts, awards, etc.)**
- **Always maintain a Positive Attitude (your attitude sets the tone for your year)!**
- **Sign up for VFW Auxiliary e-newsletter at vfwauxiliary.org to keep updated on information from VFW Auxiliary National Headquarters**
- **Use current edition of VFW Auxiliary Bylaws and Rituals (can be downloaded from Malta or ordered from vfwstore.org)**
- **Hold meetings with Chairmen to go over report information**
- **Keep good working and communicating relationship with your VFW Commander at all levels (perhaps invite to first meeting as a guest speaker) Never Assume Anything!**

Meeting - Prepared & Readiness

- **Agenda, National Bylaws, and Gavel and any correspondence for your Secretary**
- **Highlight your part of meeting in Rituals section of National Bylaws**
- **Dress appropriately and remember – you Lead by Example!!**
- **Conductor sets up meeting room – your job to see it is carried through**
- **Prior to meeting – work with Secretary on identifying Old/New Business and work with Treasurer on identifying any financial obligations that may need to be brought forth in meeting**
- **Make a list of chairmen to give reports (include on agenda – have chairmen bring guidesheets from monthly General Orders)**
- **Start meeting on time and keep short and informative (should be about one hour) (have notes ready on events or programs you wish to discuss)**
- **A simple Thank You goes a Loooooong Way!!!**

Membership

- **Inspire & Motivate your members – everyone wants to be and feel a part of the organization (use your members to help you – this is a TEAM)**
- **Encourage all officers to have the current National Bylaws and Rituals to know their part**
- **Keep line of communication Open (newsletters, meetings, in-person events, post events, etc.)**
- **Membership is very important! Appoint a Membership Chairman to retain your membership – dues notices should go out several times a year)**
Investigating Committee for new applicants is comprised of three people (can change meeting to meeting – should use people familiar with eligibility)
Dues notices and membership reports can be ran in MALTA

Always Remember!

- **Great leaders have integrity, are honest, and take responsibility – be a good role model!**
- **If you do not know an answer to a question – be honest and let the member know you do not know but will find the answer**
- **Use Chain of Command – Post – District – Department – National**
- **We are all volunteers And human – always do the best you can!**
- **Nothing is permanent – all things can change!**

Thank you for attending!

**I am here to help. Please reach out to me with
any questions or concerns:**

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