**What are our Duties as VFW Auxiliary Officers?**

**Auxiliary President:** Shall preside and maintain order at all meetings and enforce strict observance of the “current” Bylaws and Ritual.

**Procedure:**

* Appoint required officers/committees and select installing officer.
* Within 30 days of installation, submit required reports/audits to Post Commander. Maintain working relationship with Post Commander.
* Ensure the installation report is complete and processed through MALTA and see that all reports are correct and transacted efficiently.
* In a new Auxiliary year check the National website for Program changes.
* Prepare for the Auxiliary meeting with an agenda.
* Be sure the meeting room is set up properly, start on time and keep it short.
* Committee members must report only facts and information on the floor.
* You may invite the Post Commander to address the Auxiliary’s first meeting of the new Auxiliary year.
* If you can’t answer a question, just be honest and report back A.S.A.P.
* The President, officers and program chairs should attend District meetings, Dept. Program Leadership Training and Council of Administration meetings.
* Ensure District and Dept. Delegates and Alternates are elected and the Auxiliary Secretary forwards that information to the District Secretary.
* Encourage Program Chairmen to be creative.
* Must appoint a five member Membership Committee to recruit and retain members.
* Appoint a three member Investigating Committee to determine eligibility of applicants.
* Your leadership role as Auxiliary President is to inspire and motivate others.
* Great leaders have integrity, are honest and take responsibility.