

Auxiliary Secretaries

Secretaries should have in their possession a current copy of the National Bylaws of the Ladies Auxiliary VFW. Please read Section 812a of the Bylaws. Please refer to the "Booklet of Instructions Ladies Auxiliary" pages 5 -12.

Your appointment as Secretary means that the Auxiliary President has personally chosen you because she knows you are both capable and efficient as well as being an asset to the Auxiliary.

You will be one of the members that the Auxiliary President consults for advice and counsel. It is important that you are a good sounding board for not only the Auxiliary President but also her line officers and chairmen as well.

You will prepare minutes of meetings, phone lists of members and any helpful forms to aid in the work of the Auxiliary.

You will request the Installation Warrant. Before Installation fill out the Warrant with proper information for the Department and National Offices, make sure that the Installing Officer signs, and then return to both Offices.

Supply the District President with a complete list of Officers and Chairman with addresses and phone numbers for her records.

Prior to the District Convention, send a list of Delegate names to the District Secretary.

PREPARING FOR MEETINGS

1. Paper to make notes on
2. Pencils or Pens
3. Copy of current National Bylaws and Ritual
4. Copy of Demeter's Manual
5. Copy of Auxiliary Standing Rules (If set up)
6. Tape Recorder

A record of all the proceedings of each meeting of the Auxiliary are entered into a Record Book with the corrections made thereon in the margin. The manner in which the minutes of the Auxiliary meeting are entered shall be at the discretion of the Auxiliary by a vote of the membership. It is permissible to paste typed

minutes in the standard record book purchased from National Headquarters. The Treasurer's reports and the Audit report must be incorporated in the minutes.

As Auxiliary Secretary, you will have prepared a Roll Call of Officers. Some Auxiliary's include special recognition of Past Department Presidents, Department Officers, District President and Department Chairman.

The Secretary is not required to include in the minutes all that takes place at the meetings. Only decisions should be included. A record is made of what is done, not what is said. Lengthy or detailed minutes are not necessary.

A roll of deceased sisters with a record of their burial shall be kept.

A Record book in which shall be kept with names of rejected applicants and expelled members.

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