



VFW Auxiliary Department of NH  
Extension & Revitalization  
*Maintain and Strengthen Current Auxiliaries*  
*Present to Unaffiliated Posts Establish New Auxiliaries*  
August 2022



**What is a Chief of Staff?**

Chiefs of Staff work with District Presidents and the Department President to maintain current Auxiliaries. They encourage members, promote teamwork, and provide guidance during challenging times such as suspension, consolidation or even the loss of a Charter. Chiefs of Staff also work closely with their Department President and organizers to establish new Auxiliaries

**What are the goals of the Chief of Staff Program?**

Maintain and Strengthen Current Auxiliaries. Present to Unaffiliated Posts. Establish New Auxiliaries



Let's begin with **Maintain and Strengthen** Current Auxiliaries.

There are great resources for members use, including tools available on the Online Auxiliary Academy and the Program & Publicity Resources page of the National website: [vfwauxiliary.org/resources](http://vfwauxiliary.org/resources)

A great resource with proven positive results is The Healthy Auxiliary Tool Kit; it includes seven (7) resources to assist Auxiliaries in identifying and solving issues. In the coming monthly general information, we will explore all the 7 resources included in The Health Auxiliary Tool Kit.

The first one • Healthy Auxiliary Checklist is included in this mailing and is a great resource to keep handy to be sure your auxiliary is completing everything on your to do list and meeting all deadlines.

Stay well and God Bless.

MJ

Mary-Jane Ryan  
VFW Aux. Dept. of NH  
Chief of Staff 2022-2023

***My Reason to Live is my Reason to Give of Myself*** to mentor and encourage our members with their ***Hands that serve, Hearts that Care.***



## Healthy Auxiliary Checklist Auxiliary To-Dos and Deadlines

### What Your Auxiliary Needs to Do:

### Deadline:

Election of Officers, and Delegates and Alternates.

○ April 30

Installation Report forwarded to Department and National Headquarters.

○ June 30

Bond Application submitted for offices of President and Treasurer bonded with an indemnity company authorized by National Headquarters or the Department.

○ August 31

Last quarterly audit and membership status of the VFW Auxiliary given to the Post Commander.

○ Within 30 days of assuming the office of President

District Dues - Based on June 30 membership of prior year. (If applicable.)

○ September 30

#### Audit Reports

Period 1/1 – 3/31 completed by 4/30

Period 4/1 – 6/30 completed by 7/31

Period 7/1 – 9/30 completed by 10/31

Period 10/1-12/31 completed by 1/31

○ Approved Audit to Department Treasurer  
Period 1/1 – 3/31 due by 5/31  
Period 4/1 – 6/30 due by 8/31  
Period 7/1 – 9/30 due by 11/30  
Period 10/1-12/31 due by 2/28

Project, promotion and/or donation in National Programs. See the National Program Book for goals, awards and more information.

○ See the National Program Book and your Department Program Book for deadlines.

Minimum of ten members paid in order to maintain charter.

○ February 1 of the current year

Hold at least ten business meetings per year.

○ Between July 1 and June 30