



AUXILIARY TO THE VFW DEPARTMENT OF NEW MEXICO  
2016-2017 CHIEF OF STAFF/EXTENSION JANIS WIMMER  
PROMOTION 2  
AUGUST 2016



You've gotten started on the right track by using **"5 Essentials of an Auxiliary"** and **"Auxiliary VFW Meeting Agenda Form."** Your District President should have given you copies of a handout on **"Using Technology to Conduct and Auxiliary Meeting"** and **"Understanding Auxiliary Traditions"** from the first school of instruction in Clovis. If your District President has not gotten these forms to you, please contact me for a copy of the forms.

National started the "Healthy Auxiliary Tool Kit" in 2012 and it continues to help auxiliaries who use it to improve. I would like for every District and Auxiliary to use this tool kit this year. The tools available are: RU Healthy Checklist, Healthy Auxiliary Member Questionnaire, Auxiliary Meeting Clinic, Healthy Communication Phone/Text Tree, Good Job Certificate, and Heath Certificate. We will be using all of these this year.

First, we will use **"The Checklist: What the Auxiliary President needs for a meeting."** I have attached a copy of this. It is very important that each President uses this checklist. It will help you run a more productive and successful meeting. The clue is that a President should always be prepared. Remember if you as President cannot be at the meeting, you need to let you Sr. Vice President know everything that is to go on at that meeting so that she will have a successful meeting.

Next, we will use the **"R U Healthy? Auxiliary To-Dos and Deadlines."** I have attached a copy of this. By using this check list, your Auxiliary should meet the simple list of business items that your Auxiliary needs each year. Also, by using this list your Auxiliary will not be late on the deadlines that the Auxiliary needs to meet.

Remember, as I stated at my first school of instruction, we need to mentor our members. If you recruit a new member, do not just get his/her dues, you need to let him/her know what is going on and offer him/her help. He/She might even need a ride to his/her first meeting.

If you use the information I have provided, your auxiliary will have a great start this year.

*"Unwavering Support for Uncommon Heroes"      "Service in Action"*

If you have any questions or need any help, you can call, email, or write to me.

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