



VFW Auxiliary

Mentoring

2024-2025

Karen Dotson, Chairman

Department of NY



VFW Auxiliary

Mentoring

- What is Mentoring?
- Mentoring is **when someone shares their knowledge, skills, and experience with another person to help them to progress.** So, if you've shared any knowledge, skills, or experience with another person or had another person share this with you, you've been involved in mentoring.



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- Mentoring – Agenda Clarifications
 - Pro-tems
 - President is advised an officer will not be attending meeting. Ex. Chaplain
 - The President shall appoint a member to fill the officer station before the meeting
 - Roll call – Chaplain May West – absent; Pro-tem Sue Jones Chaplain in minutes



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- Mentoring – Agenda Clarifications
 - Presentation of Bills
 - Bills to be read by the Auxiliary/District Secretary.
 - Each bill read separately with the total on each receipt.
 - Important: NO ACTION is taken on the bills at this time.
 - The Conductor takes bills to be reviewed by Trustees.
 - Trustees sign and approve the bills.



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- Mentoring – Agenda Clarifications
 - Report of Trustees
 - The Sr. Trustee will state: The Trustees have examined the bills and recommend/motion the bills be paid.
 - Another Auxiliary member seconds the motion.
 - The motion is either approved or denied.



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- Mentoring – Agenda Clarifications
 - Report of “Committees” – equates to Report of “Programs”
 - The Audit Report is first after each quarterly audit; only report accepted by **Motion**.
 - Veterans and Family Support is the first program to be reported
 - With the exception of the Trustee’s Report on the audit of the books and on the bills, reports are accepted without motion, unless there is an objection from the floor.



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- Mentoring – Records Retention
 - Audits Reports Retention Period: 6 Years
 - Bank Statements Retention Period: 6 Years
 - Charter Retention Period: Permanent
 - Correspondence, general Retention Period: 1 Year
 - Membership Applications, Annual and Life Retention Period: Until the member has been deceased for 6 years or has reached 120 years of age.



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- Mentoring – Raps of the Gavel
 - One (1) rap of gavel – Attention
 - Two (2) raps of gavel – Rise
 - Three (3) raps of gavel – Be Seated



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Resources:

- Podium Edition Bylaws and Ritual
- Building on the VFW Auxiliary Foundation
- Department 2024-25 Program Guidebook
- National Website – www.vfwauxiliary.org – Malta → Member Resources
- Department Website – www.vfwauxny.org → Resources → Zoom Trainings

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