

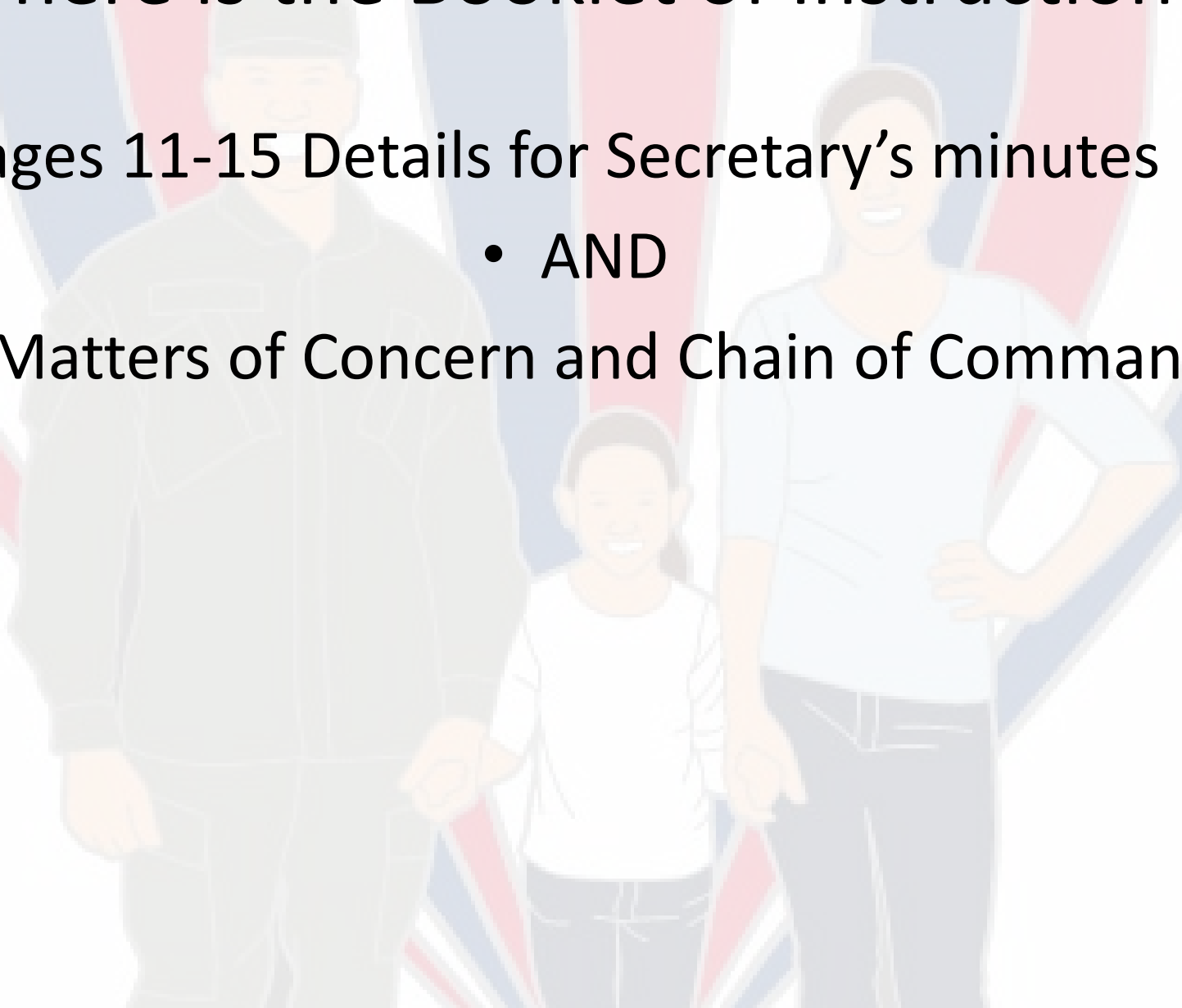


You ARE the Secretary

Now what?

Where is the Booklet of Instruction?

- Pages 11-15 Details for Secretary's minutes
 - AND
- Matters of Concern and Chain of Command



What should be in the first paragraph of the minutes?

- Name and number of Auxiliary
- Date and Place of the meeting
- Time meeting is called to order
- Name of the Presiding officer
- Regular or Special meeting- special? What is the purpose?
- Number of members present
- Names of visitors if there are any

Roll Call

An illustration in the background shows three people holding a flag. On the left is a man in a dark uniform and cap. In the center is a woman in a white shirt and dark pants. On the right is a woman in a light blue shirt and dark pants. They are all smiling and holding a flag with red, white, and blue stripes. The background is a stylized American flag with large, curved stripes.

- Secretary calls roll and Conductor responds “present/absent”
- Record those absent and the appointed pro tem
- “Opening ceremonies were conducted according to the ritual”

Order of Business

- Opening ceremonies
- Introduction of National/Department officers
- Applications/ report of investigating committee – Secretary responsible that all information is given...investigating committee responsible for accuracy and eligibility
- Record in minutes result of vote
- Initiation- optional
- Secretary notifies applicant of acceptance

Presentation of Minutes

- After the minutes have been read/distributed
- Sec 812 2a “The manner in which the minutes of Auxiliary meetings are read, printed, and/or distributed shall be at the discretion of the Auxiliary by vote of the membership ...”
- Once approved write “Approved” under signature Write corrections in margin next to paragraph corrected

Communications



- List in minutes Read and listed in following order
- National
- Department- general orders/ letters
- District
- Post/Auxiliary
- Thank you/ cards/ outside organizations

Communications continued/Guests

- Brief summary-
- Treasurer's report/ Audit
- Presentation of Bills
- Introduction of guests not escorted: at this time any guests may be admitted
- Please note that a caregiver is NOT a guest

Report of Committees

- Veterans & Family Support
- Audit Report/ quarterly- only report accepted by motion
- All Chairmen should be called on
 - Note who gave report
- Any Action taken

Unfinished/New Business

- Any business held over from a previous meeting record any action or motions
- New business
 - Draping of charter/ elections
 - Any other action record motions made/seconded/ and result of vote either approved or not approved

Report of Trustees/ Good of the Order

- Not the Audit report which is read under committees
- Minutes might read “Trustee Jennifer Jacobs reported the bills have been examined and recommends they be paid.” Someone makes motion/ second/ vote
- New members/ guests/ Patriotic Instructor/ Mentoring moment
- Closing

Sec 812 Bylaws

- Lists duties of Secretaries on all levels
- Minutes- pages numbered
 - Treasurer's Report/ Audit must be incorporated
- Correspondence
- Notify new members
- Enter into MALTA or submit to Dept Sec installation report and election reports (7 days)
- Maintain roll of deceased
- Input delegate information

The background features a stylized illustration of three people—a man on the left, a woman in the center, and a woman on the right—holding hands. They are positioned in front of a large, semi-circular graphic that resembles the stripes of the American flag, with red and white stripes on the left and right, and a blue field with white stars in the center. The text is overlaid on this graphic.

Continued

Keep a file of General & Special Orders

Retain all Auxiliary Correspondence in a file (1 year)

Maintain policy and all rulings in permanent file

Read all Communications from Department/National
and then file for reference

New things (and some old) I learned at National

- Activate your MALTA account if you haven't already
 - You are responsible for entering your delegates
- Standing Rules- include bond- District Dues, etc
copies to membrs
- Don't forget last names
- Keep a roll call record
- Note in the minutes was the vote unanimous/ a majority vote/ or 2/3 vote

Templates

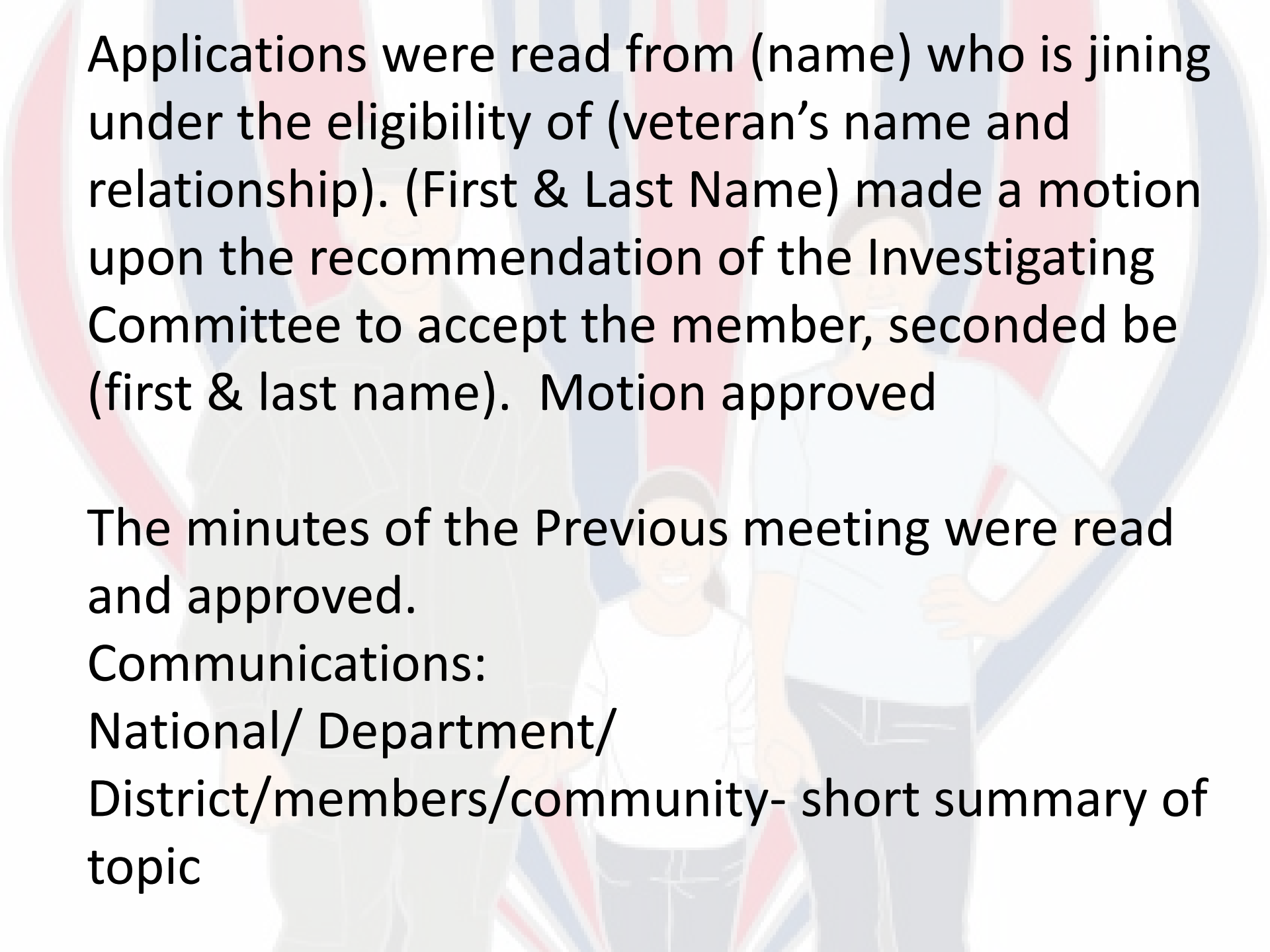
- I recommend creating a template that you can use at every meeting. It cannot be just a “checklist”
- There are others on Malta under the Resources tab with a full booklet just for the Secretary- as well as Secretary information for all levels in “Building on the VFW Auxiliary Foundation”

One Last thing

- Why are the Secretary's books audited?
- - All expenditures need to be approved
- Standing Rules be sure to note in minutes
- "In accordance with the standing rules the Treasurer ordered the bond in (the proper amount) .
- Signing the Sec. Books

Sample Template

- The regular monthly meeting of the Auxiliary to (name) VFW Post (#) was held on (date) in the Post meeting room. The meeting was called to order by President (first & last name) at (time) with (#) members present.
- The roll call found the following absent
- Office/ name of protem appointed
- Opening ceremonies were held according to the Ritual



Applications were read from (name) who is joining under the eligibility of (veteran's name and relationship). (First & Last Name) made a motion upon the recommendation of the Investigating Committee to accept the member, seconded by (first & last name). Motion approved

The minutes of the Previous meeting were read and approved.

Communications:

National/ Department/

District/members/community- short summary of topic

The treasurer reported a beginning balance in the General fund of \$___, disbursements of \$___ and new balance of \$____. The Relief Fund had a beginning balance of \$___, disbursements of \$_____ and new balance of \$____. Total of all funds is \$_____ (Treasurer's FULL report is incorporated as well)

Presentation of Bills: (First/last name) had a bill for \$__ for postage.

Introduction of unescorted guests



Committee Reports: Which reported and short main idea Audit is 1st report quarterly

Unfinished Business

New Business: First- draping charter/ elections Include all action taken regarding communications or committees. All motions need to be included with results

Report of Trustees: Trustee reports bills were reviewed and motion to pay



Good of the Order:

Closing ceremonies were held in accordance with the Ritual, after which the meeting adjourned. The next meeting will be (date/ time).

Respectfully submitted
First/ Last Name, Secretary

Thank you

- Thank you for your kind attention
- My contact information
- 716-676-2400/ leave a message we screen calls
- CAL2027@hotmail.com