

# Chief of Staff ~ Extension Chairman

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I was recently asked these questions by an auxiliary member - "What is a Chief of Staff, and, what is Extension?" It is difficult to function and be effective if we hear titles, terms/expressions, etc. that we do not understand or do not know how they fit in. Questions create discussion and discussion creates communication; communication creates interest and involvement, which then creates participation. So when in doubt – ask, or, refer to our Auxiliary Podium Edition – Bylaws and Ritual which provides a wealth of information; and, as a member you can purchase this from our VFW Store for \$7.25. Please order new editions each year as there are numerous edits/updates. A Podium Edition CD is available for \$5.00. [www.vfwstore.org](http://www.vfwstore.org)

**Do** - I would encourage each of you to read or re-read pages 73 through 92 in our Bylaws regarding duties, installation reports, officer responsibilities, inspection of treasurers books, etc. This may be an excellent addition to your monthly meeting – as a reminder or, in some cases, as an FYI.

Generic Definitions:

- Chief of Staff – “assistant, and often acts as a confidante, advisor and sounding board to the president/CEO; senior officer/right hand of a service or command.”
- Extension – “a part that is added to something to enlarge or prolong it; a continuation; the action or process of becoming or making something larger.” (e.g. membership)
- Bylaws – “established rules and guidelines, they provide the purpose of an organization, who the members are, election process, conducting meetings and they are crucial in the success of a corporation.”

### **Year End Report** (Yes, we are talking about this already!)

It is important to review the questions on the Chairman’s year end report often during the course of the year. You need to know in advance just what you are going to report on. These year end reports will be shared at the Fall Workshop, they will be in our General Mailing, and on our website. “Begin with the end in mind.”

### **Contest Assignment**

**New Member Welcome Bag/Tool Box** – I am running a contest from now until our Mid-Winter Conference. I am asking that the President of each auxiliary submit their “**Welcome Bag**/New Member Tool Box” entry by bringing it to our Mid-Winter Conference where it will be judged. Really no limitations on what you can do or what it will look like – other than to be informative and creative – something you believe a new auxiliary member would appreciate receiving. created by the Auxiliary President alone – but auxiliary. (This is on your year end report.)



The **Welcome Bag**/Tool Box does not have to be she is the responsible person on behalf of her



### **Healthy Auxiliary Tool Kit**

There are a number of tools in the Healthy Auxiliary Tool Kit, this group of resources (tools) can help you build your auxiliary, and assist you in identifying potential problem areas. This kit has been used for a few years and has proven itself. Do you have an auxiliary member, a VFW member or a community member that you believe should be recognized for promoting the programs and goals of the VFWA? The Good Job Certificate/Card is an excellent way to say thank you. Best of all it is available on the website in fillable format – easy for you to print and share.

<https://vfwauxiliary.org/resources/>

Check it out - what is your favorite tool?

Be



## What does “In Good Working Order Mean”?

Here are a few things to look for -

- At least 10 business meetings per year
- Installation reports completed and submitted
- Quarterly Audits completed by trustees and submitted – on time
- President and treasurer bonded by August 31
- Program chairmen appointed, reporting and participating

## What Are Your Goals? What Have You Accomplished? What Are Your Challenges?

“A goal is a dream with a deadline.” That statement has three parts:

1. the goal, which is what you want to achieve;
2. the dream, which is what you think you can do; and
3. the deadline, which means you will accomplish what you set out to do.



I attended the Chief of Staff workshop at the National Convention in Kansas City and our National Chief of Staff, Carole Betro, shared a wealth of information. Thoughts to ponder:

- Identify what is failing
- Are district presidents participating - are they involved
- Good job awards
- Building on the VFWA Foundation
- Importance of contacting bachelor posts
- Mentoring - “advise and train”
- Leadership and communication
- Thinking outside the box

**Reminder –**



Workshop – at Carrington on August 25<sup>th</sup>.

So to sum it up.....

***Change YOUR World – Include the Veterans!***

***Believe! You CAN do it!***

**BUILD  
EDUcate  
LISTEN  
INVolved  
EXPRESS  
VALUE  
EXTENSION**

***If you don't believe in yourself – no one else will!***