



## **The Checklist:**

*What the Auxiliary President needs for a meeting*

- Current Podium Edition of *Bylaws, Ritual and Booklet of Instruction*
- National Program Book (available for download at [vfwauxiliary.org](http://vfwauxiliary.org).)
- Department Program Book
- Current year's Department General Orders (if applicable)
- Order of Business/Agenda prepared with the assistance of Secretary and Treasurer prior to meeting
- Chairman Reports to be distributed prior to meeting
- Arrive early to check that the room is prepared for meeting:
  - Charter
  - Gavel
  - Altar Cloth
  - Bible
  - Flag stands properly placed
- Start and end the meeting as scheduled.
  - A clock on the podium will help achieve the suggested one hour time.  
Hint: Set a timer!