

UNWAVERING SUPPORT



FOR UNCOMMON HEROES®

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### Chief of Staff - Extension & Revitalization Louise Salas

This year Chief of Staff and Mentoring for Leadership are two programs.

As appointed Chief of Staff for this year, my job is to help Auxiliaries with the best advice and to educate them to the best that I can.



**Revitalization**

We want to begin Auxiliaries this year being healthy. With this being said, Auxiliaries must inform themselves with our bylaws. You cannot read the entire book in a day. The best way is to familiarize yourselves by reading a section at a time.

My programs are two-fold:

**EXTENSION:** To institute new Auxiliaries.

**REVITALIZATION:** To keep Auxiliaries in good working order by strengthening and maintaining current ones.

### 5 Essentials of an Auxiliary:

The National Organization requires only five (5) things of an Auxiliary.

1. Auxiliaries should have at least ten (10) business meetings per year. (Sec. 210). Five (5) members in good standing (of that Auxiliary) shall constitute a quorum for the transaction of business. (Sec. 212)
2. Dues should be paid by at least ten (10) members on or before February 1 of the current year. (Sec. 207)
3. Quarterly Audits by Trustees must be submitted. (Sec. 814)
4. Officers elected, installed, and reported to National Headquarters no later than June 30. This generates the bond application via email. (Sec. 804A and 806A)
5. The offices of President and Treasurer MUST be bonded by August 31.

As the year goes on, I will give you more information.

HANDS THAT SERVE – HEARTS THAT CARE

If you have any questions, or if I can be of help, do not hesitate to call or email me at:

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