

Sample VFW Auxiliary Meeting Agenda

Auxiliary Name

Date

*** Please silence your cell phones**

*** 1 rap**

1. Opening according to Ritual (p.____)
2. Introduction of National and/or Department Officers
3. Reading and Referring of Applications for Membership
4. Report of Investigating Committee
5. Voting on Candidates
6. Initiation (Optional)
7. Presentation of Minutes of Previous Meeting
(approved – will stand approved as read..... will stand approved as corrected)
8. Reading of Official and Other Communications
9. Treasurer’s Report of Previous Meeting (any discussion – will be filed subject to audit)
10. Presentation of bills
11. Introduction of Guests (non-Auxiliary members)
12. Reports of Committees, Standing and Special
13. Unfinished business
14. New business
 - Reminders
 - Guests to speak
15. Report of Trustees and Action Thereon (audit report – needs a motion)
16. Suggestions for the good of the order
17. Closing ceremonies (p.____)

It has been moved and seconded that.....

- Discussion
- In favor – “Aye”
- Opposed – “No”

Motions made at this meeting	Made by	Second by	Approved

Donations	To	For	Amount

Reports from Program Chairmen – Information To Be Added To Year End Report	