

# Ladies Auxiliary Meeting Clinic



## Problem

Members do not know when the meeting is.

## Solution

The day of the month, time and location of the meeting is voted on and approved by the members. The presiding officer closes the Ladies Auxiliary business meeting with “The next business meeting will be...”

Other suggestions for contacting members are telephone calls, e-mails, newsletters or postcards. If your Post and Ladies Auxiliary has a website, display this information front and center. Consider a Facebook page for your Ladies Auxiliary, an excellent way to inform members and increase public awareness.

Our meetings are too long.

A prepared Order of Business/Agenda can help a meeting start and end on time. Business that can be transacted formally, such as making a motion and voting, keeps distractions at a minimum. If an event requires more discussion, invite members to stay after the business meeting for further discussion within.

Have a white board or separate piece of paper to create a “Parking Lot” to hold issues that need to be discussed in depth at a later time. This will table an issue and keep the meeting focused on the business at hand.

Consider the new option of a roundtable meeting. See Page 73 of the Ritual for guidelines.

Ladies Auxiliary Officers knowing their roles and duties beforehand will also help the meetings run faster and smoother.

There is no agenda.

The *Ritual* provides detailed outlines for conducting an official Ladies Auxiliary meeting; refer to page 13 of the *Ritual*. Prior to the meeting, the Ladies Auxiliary President can meet with the Secretary and Treasurer to draw up an agenda containing projects to be discussed, motions to be voted on and any other business. A written agenda will keep the meeting on track as the President moves efficiently through the Unfinished and New Business.

## Problem

There is too much socializing.

Certain members speak too many times.

Members see no reason to come or do not feel needed or involved.

We do not seem to get anything done for our veterans.

There is lack of respect for other members and too much gossip.

## Solution

If socializing is an important part of your Ladies Auxiliary meeting, reserve a half hour prior to the scheduled meeting or a half hour following. A designated social time allows the new and old members to get acquainted, share ideas and enjoy fellowship. This reserved time fills this need while being courteous to members who prefer to attend for the business session only.

Leadership of the President can help with membership participation. Encourage members to express their views while being respectful of everyone's input. Limit conversation to the topic at hand.

Increase involvement by asking for it! An Ladies Auxiliary function is the perfect opportunity to ask a member to participate or provide them with a "job." It feels good to be needed. Mentor a new member – offer to pick her up for a meeting or an event. Your personal contact will make a difference. Newsletters or e-mail updates are both good communication tools to request volunteers. Each member has her own special talents; encourage and utilize her contributions.

Our nine National Ladies Auxiliary Programs have veterans, their families and member-driven objectives. Educating members on these programs will create awareness and enthusiasm toward program goals. Chairman promotion and projects help provide program awareness and participation. Two new communication tools implemented are an E-Bulletin through the Ladies Auxiliary website and a Ladies Auxiliary Blog, which will allow members to read the latest information from the National Directors in regards to their programs.

A good leader will set the dynamic of the meeting. Effective leadership techniques and a positive manner from the officers and chairmen will help alleviate the negative. Being diplomatic and fair to each member's comments and/or concerns is key.

# The Checklist

## *What I need for a meeting.*

- **Current** National *Bylaws and Booklet of Instructions*
- Department Program Book
- Current year's General Orders
- Order of Business/Agenda prepared with the assistance of Secretary and Treasurer prior to meeting
- Program promotions 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 you stay within the suggested one hour time. Hint: Set a timer!