

TO: All Auxiliary Officers and Members

FROM: Pat Cerny, Chief of Staff

What is next on our calendar? Election of Officers for the ensuing year. Then, installing those Officers. Whee, we are set for the coming year. Whoa, there is one most **important step**.

To have a smooth, operating auxiliary, each and every Officer must be aware of their duties and obligations. I am not referring to those obligations said during installation, I am referring to what is listed in our Podium Edition.

A suggestion: the President or a knowledgeable mentor sit down with each Officer, open up the Podium book and go through all that is listed as duties for that office. Such as the Booklet of Instructions that gives detailed instructions for the Treasurer, Secretary, Trustees and even Committee Chairmen. More instructions may be found in the Bylaws.

The job of Trustee is far more important than many members realize. They have the position of okaying the payment of any bills presented at the meeting. They should look the bills over carefully (initial each) and if they feel there is a need for any justification, they should ask for that information PRIOR to making a motion that the bills be paid. The Trustees can refuse to okay a bill if they feel it is 'out of bounds'. What happens next? The bill is not paid. If another member moves to pay the bill, and the motion is seconded. Following discussion, the Auxiliary will vote up or down on the payment. This possible action is probably a surprise to many members. Items in Standing Rules, such as payment of Department Obligations, do not need a motion to be paid.

I will use my Auxiliary as an example: The Treasurer or member with a bill gives it to the Secretary prior to meeting. She makes notes for inclusion in her minutes. The Secretary reads the bills aloud, gives them to Conductress who delivers them to the Trustees. They have time during the meeting to review and initial the bills. They signal the Conductress, she picks them up and delivers to the Treasurer. The President at proper time asks the Trustees for report and one Trustee will move the bills be paid. All bills are listed individually in Secretary's minutes. A smooth operation done with ease.

**On behalf of myself, President Sue and all the Department Officers, I am extending best wishes for a super and meaningful 2026.**