

Department of Arizona Auxiliary *Chairmen Guide* 2026-2027



Welcome Department Chairmen

Thank you for your commitment as a Department of Arizona Program Chairman. I'm looking forward to all the awesome things we as a Team will be doing this year.

Being a Department Chairman is work, but it should also be fun. The ambassadors like to see how creative and unique you can be, so think outside the box and enjoy yourself.

I am available to answer any questions you may have. Becky Baldwin, the Program Coordinator, as well as every member of the Department Team, is here to help you succeed, so never hesitate to reach out to one of us.

Thank you again, and it is going to be a great year!

- Melissa Martin, 2026-2027 Department of Arizona Auxiliary President

Important Event Dates

There are Auxiliary events that the chairman **may** be asked to attend and present their program at. Please take note of the upcoming event dates listed.

More Information will be provided to you once available.

- March 28, 2026- Department Chairman Training - Apache Junction
- June 12, 2026- Department Convention, Program Kickoff - Tucson
- July 2026- National Convention- Reno (*Optional- Live Stream Available*)
- August 14-16, 2026- Member Involvement Training (MIT) - Tempe
- September 4-6, 2026- Department Fall Conference- Tucson
- November 6-8, 2026- Western Conference- Phoenix (*Optional*)
- January 2027- Department Winter Conference- Phoenix
- June 2027- Department Convention - TBD (*potentially Tucson*)

Important Contact Information

Additional contact information and a full department roster are available via the members-only login on the Department Website.

- Department President: Melissa Martin
- Department Secretary: Chrissy Harlan
- Department Treasurer: Kim Sloan
- Program Coordinator/Webmaster: Becky Baldwin
- Newsletter Editor/Assistant Webmaster: Kim Harney

My Program for the 2026-2027 Year is: _____

My National Ambassador is: _____

National Ambassador's Email is: _____

3 Goals for my Program are:

1. _____

2. _____

3. _____

I. RESPONSIBILITIES AND EXPECTATIONS OF A CHAIRMAN

GENERAL INFORMATION

OBLIGATION

- ★ You have been appointed to a position on the Department level, and your primary responsibility is to the **DEPARTMENT**.
- ★ As a Department Chairman, when attending events, in an official program capacity, please remember you are there representing the Department, regardless of other titles you may hold in our organization.
- ★ We expect you to stay as active as you can in your Auxiliary and District, but your primary responsibility is to all the members of the Department of Arizona and helping them succeed.

CHAIRMAN ACTION ITEMS & CHECKLIST

- ★ Department Chairmen will be asked to complete communications to their National Ambassador, submit Newsletters, and perform other tasks to promote their program.
- ★ Please refer to PART III: Action Items & Due Dates at the end of this guide

EMAILS, TELEPHONE CALLS, AND TEXT

- ★ Chairmen must respond within 24-48 hours to all emails, telephone calls & messages. If you don't know the answer to a question, let that person know that you will find the answer and call or email them.

COMMUNICATIONS

- ★ Communicating with the National Ambassador, the Department President, the Program Coordinator, the Auxiliaries, and other Department Chairmen is the key element in being successful and effective year after year.
- ★ Your action items & due dates outline what communication is needed and when it is due.
- ★ Please refer to PART III: Action Items & Due Dates at the end of this guide

RESOURCES

- ★ Have the following available; these are available online in digital form on the Arizona Department website.
 - 2026-2027 Department of Arizona Chairman Guide
 - 2026-2027 National Program Book
 - Building on the Auxiliary Foundations Guide

SUPPORT

- ★ Chairmen will be invited to Zoom Team Touchpoints with the Program Coordinator.

- These touchpoints are optional but available to support your success.
- A list of dates/ times & topics are located on the last page of this guide, invites will be sent to you after the Chairmen Meeting.

PRESENTATIONS / SPEECHES

- ★ You will be expected to attend and participate in department events to promote your program. You'll be advised ahead of time how the programs will be presented, which may include a skit, participating in a game, or speaking about your program.
- ★ During these presentations/speeches, ask another member to take pictures of you; these pictures should be sent to your national ambassador or added to your department newsletter article.
- ★ More information about these events, such as location, dates, hotel information, etc, will be provided once it is available.
- ★ The required events are the following:
 - Program Kickoff- At Department 2025-2026 Convention
 - MIT Program Fair- August 2026
 - Fall Conference- September 2026
 - Winter Conference- January 2027

CONTACT INFORMATION

- ★ Verify that the Department Secretary, Department President & Program Coordinator have your current contact information, including your email and phone number. Include the best way to contact you. Is texting ok? Email Preferred? etc.
- ★ Consider updating your voicemail or email to indicate your availability or when you can respond to individuals.

AUXILIARY AND DISTRICT MEETINGS

- ★ Department Chairmen will not be asked to attend District Meetings around the state. We do expect you to stay active and attend your own Auxiliary and District meetings, promoting and sharing your program.
- ★ Chairmen may be asked to write up talking points for line officers or other chairmen to share on your behalf.

NATIONAL AMBASSADOR COMMUNICATION

- ★ Communication with your National Ambassador is essential. This communication lets the national team know what Arizona is doing to promote, support, and share the programs.
- ★ You will also receive communication back from your ambassador, sharing with you their vision or goal for the program. This will help you tailor your message to Auxiliary members

- ★ To assist the Department in achieving the Circle of Excellence, every chairman is required to send 4-6 communications to their National Ambassador (This is mandatory). By following the [Action Items & Due Dates](#) checklist in Section III of this guide, you will achieve 6+ communications.

REIMBURSEMENTS

- ★ Each Program Chairman will have a travel budget for the program year. This reimbursement is specifically for hotel costs to attend the required events. *(Subject to change based on budget approval)*
 - Hotel expenses:
 - Convention: **½ of 1 night stay**
 - MIT: **½ of 2-night stay**
 - Fall/Winter Conference: **½ of 1-night stay**
 - Request for reimbursement must be made in writing via email to the Department Treasurer, no later than **30 days AFTER** the close of the event. NOTE: ONLY the room cost will be reimbursed.
- ★ Each Program Chairman will have a supply budget for the program year, in the amount of \$30. *(Subject to change based on budget approval)*
 - This is a reimbursement that is specifically for any material to help promote your program at the MIT program fair & fall conference (*Poster Boards, table additions, give aways etc., NOT printing costs*)
 - Requests for reimbursement must be made in writing via email to the Program Coordinator AND Department Treasurer, **30 days AFTER** purchase, and MUST include an itemized receipt to be eligible.

YEAR-END ITEMS

- ★ *National Award*:
 - Review your National Program Book; determine which 1 Auxiliary in Arizona did an exceptional job towards the National Award, and forward it to your ambassador.
 - Auxiliaries will be completing this form, downloaded from the website and submitting it to you.

II. PLAN & PROMOTE YOUR PROGRAM

THEMES

- ★ Come up with a unique way to promote your program to our members that ties in with the National and Department Presidents' themes.
 - National President Donna Mills' theme is “*Serving America’s Heroes.*”
 - Department President Melissa Martin’s theme is “*Always evolving for OUR Veterans.*”

NATIONAL PROGRAM BOOK

- ★ The National Program Book includes an overview of each program, specifics of the program, and Program Award criteria. Use this information to see the program through the eyes of your National Ambassador to build on their vision with your own ideas, vision, and creativity. **** You will get a draft of your program at the Chairmen Meeting to start reviewing.**

ARIZONA VFW AUXILIARY NEWSLETTER

- ★ Refer to **PART III: Action Items & Due Dates** at the end of this guide for suggested topics, who to email to and due dates.
- ★ Include information from your National Ambassador’s Blog and communications. Take their information and tailor it to your goals/message themes.
- ★ For Auxiliaries to present a good program, they need time to plan, i.e., if there is an important date in mid-September, you need to present that information in the August issue.
- ★ It is your responsibility to let the Department President & the Program Coordinator know if you can not meet any deadlines. We understand that life sometimes has a way of surprising us. Communicate with the Department President and the Program Coordinator and let us help you.

DEPARTMENT WEBSITE- WWW.VFWAUXAZ.ORG (<---- I am clickable)

- ★ Each Program has its own page on the site. It is *your* Program Page. It is one of the tools you have to promote your program. The website should provide helpful resources for members to complete each program.
- ★ *Please review and let the Department Webmaster know what you want updated/changed on your page.*

III. Action Items & Due Dates

DUE DATE	TASK	DETAILS	SEND TO
5/1/2026	Update contact information	Send an email with your current email & phone number, also include your preferred method of contact & other important contact information	President, Program Coordinator, & Assistant Secretary
5/31/2026	Prep for Program Kick-Off	Outline a <i>5-minute presentation</i> on your program's goals. Keep it short and to the point. Highlight program goals	
June 2026	Attend Program Kick off	Submit Hotel Reimbursement	Department Treasurer,
6/15/2026	National Ambassador - Communication #1	Include the years of a member, under whom you joined, and the department goals for the program year. What are you excited about?	National Ambassador, President, Program Coordinator
6/30/2026	Review your Website Page	What do you want removed or added? Send an email or schedule time to meet, to review.	Webmaster/Assistant Webmaster
7/1/2026	July/August Article	<i>Suggested Topic:</i> Welcome article to the membership, including program goals and a little about you.	Program Coordinator
7/30/2026	Prep for MIT Program Fair	Details will be given closer to the event- Think about how you want to promote your program to reach the goals.	
8/15/2026	Ambassador - Communication #2	<i>Suggested Topic:</i> Talk about the kick-off presentation; what did you do? What did members think? Add Pictures	National Ambassador, President, Program Coordinator
Aug 2026	Attend MIT Program Fair	Submit Hotel Reimbursement & Supply Reimbursement if used	Department Treasurer, Program Coordinator
8/31/2026	Contact VFW Counterpart	Discuss fall conference- Is there a shared program topic or goal?	VFW Chairman, Program Coordinator
8/31/2026	Prep for Fall Conference	Details will be given closer to the event- Think about how you want to promote your program. Do you have a VFW counterpart? What can you cover together?	
9/1/2026	September Article	<i>Suggested Topic:</i> How the holidays work within your program.	Program Coordinator
Sept 2026	Attend Fall Conference	Submit Hotel Reimbursement & Supply Reimbursement if used	Department Treasurer, Program Coordinator
9/15/2026	Ambassador - Communication #3	<i>Suggested Topic:</i> Talk about the MIT Program Fair, including pictures of your presentation. What did the members say?	National Ambassador, President, Program Coordinator
10/1/2026	October Article	<i>Suggested Topic:</i> Recapping Fall Conference, follow up on questions that were asked.	Program Coordinator
10/15/2026	Ambassador - Communication #4	<i>Suggested Topic:</i> Talk about the fall conference, including pictures of your presentation, and whether you worked with a VFW counterpart.	National Ambassador, President, Program Coordinator
11/1/2026	November Article	<i>Suggested Topic:</i> SWAP, what have you seen auxiliaries do regarding your program? Share what you see and give credit to those Auxiliaries!	Program Coordinator
11/15/2026	Ambassador - Communication #5	<i>Suggested Topic:</i> Talk about cool things Auxiliaries have done so far regarding your program. Highlight an Auxiliary or a District. Celebrate achievements	

DUE DATE	TASK	DETAILS	SEND TO
12/1/2026	December Article	<i>Suggested Topic:</i> How does your program relate to what we do for our veterans? Talking about upcoming holidays	Program Coordinator
12/15/2026	Ambassador - Communication #6	Send copies of your September, October, and November newsletters	National Ambassador, President, Program Coordinator
12/31/2026	Prep for Winter Conference	Details will be given closer to the event-	
1/1/2027	January Article	<i>Suggested Topic:</i> How's it going this far? Upcoming Holidays? Did you offer a challenge? Do you need to follow up on anything	Program Coordinator
Jan 2026	Attend the Winter Conference	Submit Hotel Reimbursement	Department Treasurer, Program Coordinator
1/15/2027	Ambassador - Communication #7	<i>Suggested Topic:</i> Have you promoted your program in other ways? Facebook Post, District meetings. Share how you got the message out.	National Ambassador, President, Program Coordinator
2/1/2027	February Article	<i>Suggested Topic:</i> Recapping Winter Conference, maybe follow up on questions that were asked	Program Coordinator
2/15/2027	Ambassador - Communication #8	<i>Suggested Topic:</i> Dec, Jan, Feb Newsletter articles or recaps of the article, remember to include links	National Ambassador, President, Program Coordinator
3/1/2027	March Article	<i>Suggested Topic:</i> Did any Auxiliary do something out of the box? Did you see or hear great ideas about your program? Brag about Auxiliaries	Program Coordinator
3/15/2027	Ambassador - Communication #9	<i>Suggested Topic:</i> Talk about cool things Auxiliaries have done so far regarding your program. Highlight an Auxiliary or a District. Celebrate achievements	National Ambassador, President, Program Coordinator
4/1/2027	April Article	<i>Suggested Topic:</i> Share the auxiliaries that did projects for National Awards, if applicable.	Program Coordinator
4/30/2027	Select National Auxiliary Award	Review your national award requirements, award forms, and select 1 Auxiliary to send to your national ambassador for consideration	National Ambassador
5/1/2027	May / June Article	<i>Suggested Topic:</i> Year-end recap: What did the program accomplish this year? Any auxiliary project that stood out. Thank the members for their support in working on the program	Program Coordinator
5/15/2027	Ambassador - Communication #10 Final	<i>Suggested Topic:</i> Year-end recap: What did the program accomplish this year? Any auxiliary project that stood out. Final Updates.	National Ambassador, President, Program Coordinator

☀️ Chairmen Team Touchpoint Series ☀️

Mark Your Calendars • Bring Your Energy • Let's Make It Count!

📅 **MAY 6 @6pm- Zoom**

PROGRAM KICKOFF/REVIEW YOUR 3 GOALS – “READY, SET, LET’S GO!”

What’s the plan? Where are we headed? Let’s launch the year strong and set the course for success!

📅 **JULY 1 @6pm- Zoom**

NEWSLETTER MAGIC – “WRITE STUFF PEOPLE ACTUALLY READ!”

Fun, fresh ideas to make your newsletters pop, connect, and inspire.

📅 **SEPTEMBER 2 @6pm- Zoom**

FALL CONFERENCE – “SO... WHAT REALLY HAPPENS HERE?”

The inside scoop, what to expect, and how to make the most of every moment.

📅 **NOVEMBER 4 @6pm- Zoom**

AMBASSADOR COMMUNICATIONS – “YOUR VOICE MATTERS!”

Why we share, how we connect, and making every message meaningful.

📅 **JANUARY 6 @6pm- Zoom**

HAPPY NEW YEAR – “KEEPING THE MOMENTUM STRONG”

Stay motivated, informed, and ready to lead—no matter the temperature! - What's the Winter Conference Deets?

📅 **MARCH 3 @6pm- Zoom**

YEAR-END WRAP UP – “WE DID THAT!”

Celebrate the wins, finish strong, and wrap up the year in style.
