

What is a PIP - Performance Improvement Plan

A PIP is a way to help mentor an Auxiliary back into health without putting them on suspension.

Reasons an Auxiliary may need to be on a PIP

- Immediate change in Officers following installation, multiple resignations.
- Department Treasurer receiving incomplete new applications.
- Reported that Auxiliary doesn't hold monthly meetings or doesn't consistently have a quorum.
Complaints from Aux and/or Post members. EX: President doesn't follow the Ritual, Aux involved in Post
- Business, Debit Card not in the hands of the Treasurer, etc..
- Secretary and/or Treasurer never brings the books to the meetings. Never has a report.
- Complaints of money being spent without the vote of the Auxiliary.
- Inconsistent or incorrect audits - may have to eventually be suspended but start with a PIP and training.
- Official Visit form has some concerning comments from the Rep.
- No dues sent in this year and it's October.
- It's December 1st and dues have not been paid on 10 members.
- Complaints of tension during meetings, personality conflicts, etc.
- Not fulfilling obligations, EX: Once a year forms to the Commander, Paying District Dues, etc.
- A New Auxiliary hasn't completed all start-up information.
These are some examples, not a comprehensive list.

ONLY THE DEPARTMENT PRESIDENT CAN APPOINT A PIP TEAM - by using the official form in MALTA

Who should the President appoint?

- *Best to send in at least two members, the form requires 1-3 members.*
- *Look at what the issues are prior to appointing a team.*
- *While a Suspension team cannot include a District President, a PIP team can but doesn't have to.*

EXAMPLES of who to appoint:

If the Secretary and/or Treasurer are not bringing the books to the meeting, send a seasoned Secretary

- and/or Treasurer.

- Not getting quorums at the meeting, send a great recruiter
- Secretary minutes not in order - send a seasoned Secretary
- President unable to run a meeting or follow the Ritual - Send a PDP or Past Aux President

What should the PIP Team do?

- Figure out the issues. Be positive. Help the Auxiliary move forward.
- Complete Step 2 and Step 3 about expectations, progress and goals on the Official PIP form.
- This form IS shared with the Auxiliary. The need to know the goals and progress to move forward.
- Send a report to the Department President. Let them know your findings. Is it taken care of in 1 visit? Should they go back? Does it need to escalate to a Suspension. Make a recommendation.
- Once PIP is completed, send the Official PIP form back to the issuing President.

IF AN AUXILIARY IS SUSPENDED, IT LIMITS WHAT THE AUXILIARY CAN DO. WITH A PIP, THEY CAN CARRY ON AS THEY NORMALLY WOULD. THIS WILL BETTER HELP DETERMINE IF THE PIP COMMITTEE CAN SEE HOW THEY HANDLE THE GOALS AND/OR MILESTONES AND COURSE CORRECT IF NECESSARY. SUSPENSION REPORTS MUST BE SENT TO NATIONAL HEADQUARTERS, THE PIP REPORTS AND RECOMMENDATIONS DO NOT. A DEPARTMENT PIP ONLY GOES TO THE DEPARTMENT PRESIDENT.