

Ready to dip your toe into the leadership pond?



VFW AUXILIARY GUARD

To start your journey to leadership within the Auxiliary, most start with the Guard position.

Before you start you should have a good understanding of what the Guard's role in the Auxiliary is.



Duties of the Guard – All Levels

- Sec. 818—Guard, Duties of A. The Guard shall take their place at the door of the room in which the meeting is held. B. Shall admit only those who are entitled to attend. C. Never leaves their position at the door while the meeting is in session, unless relieved by someone appointed by the Presiding Officer to fill their station. [Podium Book 2024](#)
- Guard All Levels • Always wear a welcoming smile, greet with enthusiasm and assist with any directions or questions. • The Guard is the first member members and guests see when entering the room. Make a great first impression. • Take your place at the door of the room in which the meeting is held. • Admit only those who are entitled to attend. • Do not leave your position at the door while the meeting is in session unless relieved by someone appointed by the Presiding Officer to fill the station. • Announce to the President any guest wishing to enter the meeting. • May admit members between each individual Officer election. Familiarize yourself with Booklet of Instructions Election Procedure. [Building on the Foundation](#)

Duties of the Guard – Department

- Never leave your position during a meeting.
- When you announce a guest, do it in a clear and distinct voice.
- Choose a page who can do a lot of walking and who is familiar with members as they will be delivering a lot of messages during Convention.
- At the end of Convention, you will be moving up to Conductor. You will be responsible for the inventory (See Conductor duties). Be prepared to take the flags and other equipment home with you. (You will need a big car or truck to haul it all.)
- Be sure all inventory is accounted for.

Running for Department Guard

- You have made the decision and now you are ready for next steps.
- You must notify the Auxiliaries, Districts and Department of your intention to run.
- Prepare a letter introducing yourself, describe your qualifications and the support of your Auxiliary and District.
- Send your letter to: Department Line Officers, Past Department Presidents, District Presidents, Auxiliary Presidents, Department Program Chairmen.
- The letter needs to go to Auxiliaries and Districts in time for their April meetings.



Questions



You are on your way to becoming a Leader in the VFW Auxiliary

