

Using Technology to Conduct an Auxiliary Meeting

Members may join meetings using electronic or digital tools such as conference calls, webcams, Zoom, Microsoft Teams, GoToMeeting and Skype.

This is your guide on who, what, when, where and how to use technology in Auxiliary meetings.

Facebook is not a meeting platform nor is it an acceptable form of using technology to conduct a meeting, even if it is a private group.

While you may choose from multiple web browsers, Google Chrome is the best browser for optimal connectivity.

Technology Tools: What is needed on both ends?

- Personal computer, laptop, tablet or smartphone
- High speed Internet connection (such as DSL or Internet provided by a cable company; for tablets and smartphones, 3G, 4G, 5G or LTE is often not fast enough; you need Wi-Fi)
- Telephone line or USB connected speakers and microphone
- Internal webcam or USB connected external webcam

Choose the meeting platform that works best for you and your members.

Zoom, VISIT: www.zoom.com

- Video and call-in option

Microsoft Teams, VISIT: microsoft.com

- Video meetings

Go To Meeting, VISIT: www.gotomeeting.com

- Audio meetings

Skype, VISIT: www.skype.com

- Skype to Skype audio and video calls.



Who Might Need to Do This and When?

- Members who travel for work
- Members who are deployed overseas
- Members called away for emergencies
- Snowbirds
- Members in locations with extreme weather
- Members who are geographically isolated
- Members who are homebound
- Members living in assistance facilities

Guidelines for Joining a VFW Auxiliary Meeting with Technology: From Bylaws Sec. 210

1. Video conferencing or teleconferencing is permitted for members unable to attend a meeting.
2. Auxiliary Secretary shall designate in the minutes; members attending by way of video or teleconferencing.
3. Video conferencing when used to form a full quorum shall be utilized for extenuating circumstances only.
4. The Auxiliary President or designee, if President unable to attend, must be at the location site if teleconferencing is used for obtaining a quorum (extenuating circumstances only).