

American Legion Auxiliary George Tadlock Unit 472 Procedures for All Chairmen

George Tadlock Unit 472 is an electronic unit – the first in the nation.

Tools

[Bylaws](#)

[Standing Rules](#)

[Budget](#)

Rosters – not globally published, request from unit secretary/treasurer

Unit

District

Department

[Department Code](#)

[Unit Handbook](#)

[National Plan of Action](#)

Communication

Chairman is expected to be able to manage the following modes of communication

Yahoo Groups

Instant Messenger

Email & Phone

[Meetings](#)

Minimum of nine (9) general meetings each year (July – June)

See the [Unit Bylaws](#), Article 5

Calendar

Month	Work to Accomplish
July	General meeting – only business is installation
August	No general meeting Executive board meeting Start planning for all program activities for year
September	First general meeting of year – new president presides First report to contain plan for the year
October	General meeting Report any activities for members to accomplish
November	General meeting Report any activities for members to accomplish Executive board meeting Assess year-to-date activities Prepare for second half of year
December	No general meeting
January	General meeting Report any activities for members to accomplish
February	General meeting Report any activities for members to accomplish Executive board meeting to discuss nominations
March	General meeting Report any activities for members to accomplish
April	General meeting Report any activities for members to accomplish Executive board meeting after general meeting to discuss appointments for coming year Prepare and submit year-end report for program
May	General meeting Final report to cover year-round activity
June	No general meeting

Reporting

Monthly Reporting

For all general meetings, write a report/bulletin that explains what is currently happening with the program

Describe any activity you want the members to support

If the activity requires expense, place the [motion](#) in your report

Submit the written report/bulletin to the president and [webmaster](#) five days prior to the general meeting

Year-end Reporting

All programs are to submit a year-end report to the district counterpart or department, as the case may be

Chairman report can be found at [Department](#)
This report is filled out and submitted by the chairman

The report is to be mailed to the district counterpart, unit president, and unit [webmaster](#) (Note: If you do not know the district counterpart, contact the unit secretary/treasurer)

If, for any reason, you are unable to complete this report and mail when required, contact the unit executive committee woman

Supplemental Reporting

If you want to be in competition for any district, department, division or national award, a supplemental report is require to accompany the year-end report

Follow the guidelines carefully; in most cases, the supplemental report can not be more than 1,000 words in length or include any photos, articles, etc.

It is best to either write about the entire year's activities or to focus on one activity

If you need support to write this report, contact the executive committee woman or any member who has had several years experience with reporting