

# American Legion Auxiliary George Tadlock Unit 472 Procedures for Chaplain

*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

Communication is vital to this unit; the president should remain in contact with all officers and chairmen

Stay in contact with advisors and the secretary/treasurer

## Calendar

<b>Month</b>	<b>Work to Accomplish</b>
July	General meeting – only business is installation Outgoing president to preside at meeting Installation – incoming president to plan Budget in place Announce appointments
August	No general meeting Executive board meeting Start planning for all program activities for year
September	First general meeting of year – new president presides Standing Rules Committee to report Order poppies Girls State reservation
October	General meeting Poppy order due to department Girls State reservation due to department
November	General meeting Executive board meeting Assess year-to-date activities Prepare for second half of year
December	No general meeting
January	General meeting Interview Girls State candidates Collect funds to support program
February	General meeting Executive board meeting to discuss nominations
March	General meeting Legion birthday – resolution presented at meeting, mailed to post Nominations of officers; budget committee working
April	General meeting Election of officers/delegates to convention Executive board meeting after general meeting to discuss appointments for coming year Budget committee working
May	General meeting Budget presented and approved
June	No general meeting If newly elected, set up committees & finalize appointments Budget in place If newly elected, prepare for installation

## **Installation**

The Chaplain is installed at the July meeting

**Meetings** - <http://alaunit472.org/meetings.htm>

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

## **Duties**

Provides opening prayer for all general meetings; submit prayer to webmaster five days prior to meeting

Send e-cards to members for all special events known to you (birthday, etc)

Mail cards of sympathy to department, national as necessary

Responsible to report all deaths of members to department of California

Fill out and send two separate forms to report deaths

[Death Notice](#) - This form should be sent to the District Chaplain. She uses the information for the District Memorial Service and forwards the information to the Department Chaplain who uses the information for reporting and for the Department Memorial Service held on the opening day of convention.

[Member Data Form](#) - This form should be filled out and sent to the Department Office by the Unit. The information is noted and forwarded to the National Membership Team. Databases are updated and the member is removed from future mailings. If the information reaches National after March 1, the deceased member's card and information will be included in the next card year packet.

The In Loving Tribute Fund is an opportunity to support the Department's general fund and to send a memorial card to the family of a deceased member, get well to a member, or birthday/anniversary wish. There is a special form which assists the Department Office in getting the wish or thought to the family; however, a short note will also be accepted along with the donation. [In Loving Tribute Fund](#)

## **Reporting**

### [Year-end Reporting](#)

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

This report is filled out and submitted by the unit chaplain

Make sure the report form is for the current year; otherwise, contact the webmaster or go to the department website

## **Oath of Office**

*"To you is given the spiritual leadership of this Unit. You will, I know, lend dignity and respect to your office. You will recite the invocation at all Units meetings, and perform such other duties as will come*

*within your office as the spiritual leader.”*