

American Legion Auxiliary George Tadlock Unit 472 Procedures for Historian

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

Month	Work to Accomplish
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

Historian is installed

Include activity in written history

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

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

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

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 historian

Make sure the [report form](#) is for the current year; otherwise, contact the webmaster or go to the department website

Duties

The historian is the keeper of the unit's activities. She writes a narrative about what happens during the ALA year (July-June).

Refer to the following for information:

[Secretary page](#) - Here are the minutes and finance reports from all the unit meetings. You can take from these the business we've accomplished, work and activities done by the members.

Each program page has any reports/bulletins made by the chairmen during the year. You can reread these to get more information about activities.

The year-end report is not the same as the narrative

The report will be due at the end of April

The narrative will be entered into competition at the department convention. You should have this written by the end of May. Ask another member to read your narrative for editing purposes.

Contact the secretary/treasurer for the binder for the narrative

History Book Competition: unit may compete on department level under the following classifications:

Seniors

Junior Class I (ages through 12 years)
Junior Class II (ages 13 through 17 years)

Prizes:

Unit shall be eligible for first, second, and third places
Junior Class I — First and Second
Junior Class II — First and Second

Entries in the written contest to be judged per [National Rules](#)

Unit and Junior Historians entered into competition shall forward their entries to the District Historian for judging. The District Historian shall select three Auxiliary members as judges. Not more than two judges shall be from the same Unit and if their Unit has an entry, they may not serve as a judge.

- a. Only the first place entry judged by the District with a grade of ninety percent (90%) or better shall be brought to convention and submitted to the Department Historian prior to opening session of convention.
- b. Judges on District and Department levels shall be provided with individual scoring sheets for each entry. Scores shall be recorded for each category by the judges, signed, and given to the District/Department Historian who will transfer the scores to tally sheets and compute the averages. Accuracy shall be verified by the judges, District/Department Historian signing the tally sheets.
- c. All first place entries received

Written history submitted to the webmaster by June 30 to be published to the website

Oath of Office

“Your office is an important one. To you is given the responsible for preserving and compiling the records of this Unit. The future can only be judged by the past. Be mindful that the lamp of recorded experience may do much in guiding the footsteps of those who follow.”