

American Legion Auxiliary George Tadlock Unit 472 Procedures for Vice President

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

Doing the work of the officer or chairman is not required of the president; however, if the work is not being accomplished, the president should remove the appointee and reappoint, as necessary

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 - <http://alaunit472.org/officers.htm>

First vice president installed

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

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

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

Reporting – If you manage a program

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

Oath of Office

"To you is given the co-responsibility with the President for the complete development of your Unit Program. You should attend all meetings, and in the absence of the President, be prepared to assume the duties of her office. Your office carries with it the responsibility of expounding the principles of Justice. True Justice makes no distinction of persons. Justice recognizes neither high or low, rich or poor, the classes nor the masses. Justice is the guiding star of life, and upon it rests the future of our nation."