

**American Legion Auxiliary
George Tadlock Unit 472**

**Synopsis of Responsibilities
for Office of Chaplain**

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

- The unit chaplain is expected to be able to manage the following modes of communication: Yahoo Groups - Instant Messenger – Email – Phone
- The unit chaplain is the spiritual leader of the unit
- Provide open prayer for all general meetings
- Assist installing officer with opening and closing prayer at installation (contact incoming president)
- 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
- Support the In Loving Tribute Fund
- Have knowledge of calendar ~ work to accomplish
- Attend meetings
- Submit a year-end report to the district counterpart or department, as the case may be