

**American Legion Auxiliary
George Tadlock Unit 472**

**Synopsis of Responsibilities
for Office of Executive Committee Woman**

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

- The unit executive committee woman is expected to be able to manage the following modes of communication: Yahoo Groups - Instant Messenger – Email – Phone
- Represent the unit members
- Support the unit officers in managing the day-to-day business of the unit
- Report all executive board meeting activity to membership
- Announce upcoming meetings to the membership using Yahoo Groups and e-cards
- Manage unit year-end reporting
- Have knowledge of calendar ~ work to accomplish
- Attend meetings