

**American Legion Auxiliary
George Tadlock Unit 472**

**Synopsis of Responsibilities
for Office of Vice President**

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

- The unit vice president is expected to be able to manage the following modes of communication:
Yahoo Groups - Instant Messenger – Email – Phone
- Support and step in for the president, as necessary
- Refer to the procedure for the president, as needed
- Stay in contact with the president
- Have knowledge of calendar ~ work to accomplish
- Attend meetings
- Manage the poppy program
 - Year-end reporting
 - Order poppies and distribute to unit members
 - Promote program throughout year
 - Encourage members to make a donation to defray cost of unit expense to purchase poppies
 - Provide ideas for how members can use and distribute poppies