

**American Legion Auxiliary
George Tadlock Unit 472**

**Synopsis of Responsibilities
for Office of Parliamentarian**

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

- The unit parliamentarian is expected to be able to manage the following modes of communication: Yahoo Groups - Instant Messenger – Email – Phone
- Understand the prescribed procedures of doing unit business during meetings
- Use all the organization’s tools and Robert’s Rules of Order (newest edition) to assist **when asked** by the presiding officer how to manage the issue at hand
- Have knowledge of calendar ~ work to accomplish
- Attend meetings