

**American Legion Auxiliary
George Tadlock Unit 472**

**Synopsis of Responsibilities
for Office of President**

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

- The unit president is expected to be able to manage the following modes of communication: Yahoo Groups - Instant Messenger – Email – Phone
- The unit president has many responsibilities, the most important of which is to manage the unit officers and chairmen in their ALA work
- Stay in contact with advisors and the secretary/treasurer
- The incoming president will make required officer and chairman appointments with the assistance of the current executive board and advisors
- The incoming president will make required committee appointments with the assistance of the current executive board and advisors: Standing Rules Committee – Budget Committee – Audit Committee
- Appoint the installation presiding officer
- Preside at all meetings of the unit and executive committee
- Have knowledge of calendar ~ work to accomplish
- Work with the secretary/treasurer; it is appropriate for either one to set the agenda for any meeting
- Submit a year-end report to the district counterpart or department, as the case may be
- President is not required to attend any other meetings than the majority of the general unit meetings

**See complete procedure to get detailed
responsibilities of this office/appointment**