

**American Legion Auxiliary
George Tadlock Unit 472**

**Synopsis of Responsibilities
for Office of Secretary/Treasurer**

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

- The unit secretary/treasurer is expected to be able to manage the following modes of communication: Yahoo Groups - Instant Messenger – Email – Phone
- Stay in contact with the unit president
- Have knowledge of calendar ~ work to accomplish
- Attend meetings
- Be responsible for web page

The complete procedure for the secretary/treasurer must be read to understand the full weight of importance and responsibility this office has to the unit.