



## **UNIT PRESIDENT**

- Meetings of the Unit and the Unit Executive Committee
  1. Format agenda
  2. Presides at both meetings
- Enforce strict observance of the Constitution and Bylaws
- Appoints chairs of standing committees
- Create other committees and appoint chairs as deemed necessary
- Work with any/all committees when requested
- Signs checks
- Work with Commander of the Post, Commander of the Sons, and Director of the Riders for joint activities
- Represent the Auxiliary in a professional manner
- Suggest names for unfilled officer positions to the Executive Committee to recommend for ratification by the Unit (while asking for any other recommendations)
- Responsible for all reports for the Unit as required by District and Department
- Attend District meetings, conferences, and conventions
- Attend any/all Auxiliary functions
- Other duties as deemed necessary



### **First Vice President**

- Assist the President
- Perform the duties, if absent, of the President
- Succeed to the Office of President in case of death, resignation, or removal of President
- Organize initiation for new members
- Attend both the Executive Committee and Unit meetings
- Attend any/all Auxiliary functions as possible
- Other duties as deemed necessary



## **SECOND VICE**

- Assist the First Vice when called upon
- Succeed to the office of First Vice in case of death, resignation, or removal of First Vice
- Manage/order office supplies for the Auxiliary Office
- Attend both the Executive Committee and Unit meetings
- Attends any/all Auxiliary functions as possible
- Other duties as deemed necessary



## **SECRETARY**

- Receive and answer official mail under the direction of the President
- Keep on file in a comprehensive manner, copies of all correspondence sent and received
- Send and give notice of all meetings.
- Record the proceedings and transactions of all meetings of the Unit and the Executive Committee
- Keep all books, papers and records that are needed to carry on the working of the office and care for the archives of the Unit.
- Signs checks
- Attend both the Executive Committee and Unit meetings
- Attend any/all Auxiliary functions as possible
- Other duties as deemed necessary



## **TREASURER**

- Receive all monies belonging to the Unit and account for them
- Pay bonding fee as determined by the Department
- Maintain two (2) separate funds (General and Poppy)
- Keep an accounting of receipts and expenditures, making an annual report thereon
- File all federal, state, and local paperwork
- Present all records for an annual audit as requested by audit committee
- Assuring all current bills are paid before transferring all funds, books, vouchers, and papers belonging to the Unit to the successor
- Attend both the Executive Committee and Unit meetings
- Attend any/all Auxiliary functions as possible
- Other duties as deemed necessary



## **CHAPLAIN**

- Offer prayer at the opening and closing of each meeting
- Send get well, sympathy, and thinking of you cards as deemed appropriate
- Make phone calls and hospital visits as deemed appropriate
- Notify Membership Chair of any deceased members of the Unit
- Perform other duties as directed by the President
- Attend both the Executive Committee and Unit meetings
- Attend any/all Auxiliary functions as possible
- Other duties as deemed necessary



## **SERGEANT-AT-ARMS**

- Responsible for all members signing into the Unit meeting
- Preserve order at the Unit meeting
- Escort both to and from podium any guests
- Helping to set up and tear down hall for meetings
- Responsible for verifying current membership (by card), making a check behind member's name, and handing them a ballot if eligible to vote in the annual election
- Attend both Executive Committee and Unit meetings
- Perform such duties as requested by the President
- Attend any/all Auxiliary functions as possible
- Other duties as deemed necessary



### **ASSISTANT SERGEANT-AT-ARMS**

- To assist the Sergeant-At-Arms in the following:
  1. Responsible for all members signing into the Unit meeting
  2. Preserve order at the Unit meeting
  3. Escort both to and from podium any guests
  4. Helping to set up and tear down hall for meetings
  5. Responsible for verifying current membership (by card), making a check behind member's name, and handing them a ballot if eligible to vote in the annual election
- Attend both Executive Committee and Unit meetings
- Perform such duties as requested by the President
- Attend any/all Auxiliary functions as possible
- Other duties as deemed necessary





## **HISTORIAN**

- Compile the historical records of the Unit
- Report the above to the Department
- Attend both Executive Committee and Unit meetings
- Attend any/all Auxiliary events, as well as those where members of Auxiliary are participating (if unable to attend, must find someone to represent you)
- Other duties as deemed necessary



## **MEMBER AT LARGE**

- Represents the Unit at the Executive Committee
  1. Report ideas, problems, kudos at each Executive Committee meeting
  2. Listen to members
- Attend both Executive Committee and Unit Meetings
- Attend any/all Auxiliary functions if possible
- Other duties as deemed necessary