



American Legion Auxiliary **Department of New York**

Leadership Lessons

Duties of Officers

As the American Legion Auxiliary Unit Handbook states “The success of the Unit depends to a large degree upon the efficient and businesslike administration of all its activities. Each Unit officer and committee chairman shares in this responsibility.”

While all Officers are tasked to familiarize themselves with the duties and responsibilities of her office, each member should know what is involved with the various positions.

Take time to review the duties of your Unit Officers and use the lesson to refresh or educate your officers and Unit members.

The President

“It shall be the duty of the President to preside at all meetings of the Unit and Executive Committee. She shall be its Chief Executive Officer, exercising a general supervision over the welfare and interest of the Unit and shall perform such other duties as pertain to her office. She shall be a member ex-officio of all committees. The President, with the Secretary, shall decide upon all matters for publication.”¹

The President is the guiding force that makes an organization successful in all its endeavors. The President is the CEO of the unit, *not* the dictator!

Duties – The president should:

- Know the Constitution and Bylaws and ensure that the Unit functions in accordance with bylaws and standing rules.
- Preside at all meetings and ensure that meetings are conducted in accordance with parliamentary procedure.
- Perform any and all other duties as required!

The Vice Presidents

“It shall be the duty of the Vice President, in her order, to act for the President in her absence or disability. It shall be her duty to keep in touch with activities and progress of the unit.”¹

Vice Presidents, in their order, perform the duties of the President in her absence or inability to serve. Vice Presidents should also be chosen who are prepared to act for the President in an emergency, and to take her place when necessary. Vice Presidents may also be assigned specific duties.

Secretary

“It shall be the duty of the Secretary to record all proceedings of the Unit and of the Executive Committee meetings, to keep all books that are needed to successfully carry on the work of the office, to receive and answer all official mail under the direction of the President, to send out and give proper notice of all meetings, to care for the archives of the Unit and keep a record of all money received from members per capita, assessments or other sources. She is hereby vested with such authority as is necessary to carry out her duties successfully for the good of the American Legion Auxiliary,”¹

Duties – At the Unit level the secretary should:

1. Keep a record of all the proceedings of the Unit.
2. Keep on file all committee reports.
3. Keep the Unit’s official membership role and call roll when required.
4. Make the minutes and records available to members upon request at a reasonable time and place.
5. Notify officers, members and delegates of their election or appointment, furnish committees with whatever documents are required for the performance of their duties and have on hand at each meeting a list of all existing committees and the members.
6. Furnish and/or confirm delegates with credentials.
7. Sign all certified copies of acts of the group, unless otherwise specified in the bylaws.
8. Maintain record books in which the bylaws, special rules of order, standing rules and minutes are entered, with any amendments to these documents properly recorded and have the current record book on hand at every meeting.
9. Send out to the membership a notice of each meeting and conduct the general correspondence of the Unit, insofar as this duty is not assigned to another office or committee.
10. In the absence of the President and Vice Presidents, call the meeting to order and preside until the immediate election of a chairman pro tempore.

11. Compose and send correspondence, including thank you notes, as directed by the President or action of the membership.

Treasurer

“It shall be the duty of the Treasurer to receive all money belonging to the Unit and deposit same at such bank institutions as shall be designated by the Unit. All disbursements shall be made only upon order signed by the President. The Treasurers books shall be open to investigation at all times, and shall be audited quarterly. All persons shall be bonded by a National policy payable through Department Headquarters.”¹

Duties - In most cases the treasurer should:

1. Be the sole custodian of all funds belonging to the Unit.
 - She banks the money when received, disburses it with approval and accounts for it. Whether the sums are large or small, the records must be in order.
 - The Treasurer’s books must be accurate and up to date. The books should be balanced each month and checked against the bank statement to ensure that no errors appear.
 - She must be prompt in remitting funds, in balancing the bank statement and in making reports.
2. The Treasurer’s report should be a part of every business meeting and a part of the official minutes. The report, presented at each meeting, is read for information only and not approved by the membership. The Treasures report should be audited at least annually.

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¹ Suggested Unit Constitution & Bylaws American Legion Auxiliary, Department of New York, Inc. 2005