

UNIT OFFICERS
2019-2020

ROAR Citation requires that the officers for the upcoming year be submitted to Department Secretary/Treasurer and the District President post-marked immediately following the meeting in which the officers were elected. The Department Roster, Mailing List for the Department Bulletin and the Constant Contact Email List for the coming year are created using this information. **IF THIS FORM IS NOT SENT TO THE DEPARTMENT FURNISHING ALL INFORMATION IMPORTANT MATERIALS AND INFORMATION INCLUDING 2020 MEMBERSHIP CARDS MAY NOT BE SENT TO YOUR UNIT.**

Please complete this form and send copies to Department Headquarters and your District President.

TYPE OR PRINT LEGIBLY

The following officers were elected for the 2019-2020 year at the _____ meeting of Unit

PRESIDENT _____ Membership ID# _____

ADDRESS _____

EMAIL _____ PHONE # _____

SECRETARY _____ Membership ID# _____

ADDRESS _____

EMAIL _____ PHONE # _____

TREASURER _____ Membership ID# _____

ADDRESS _____

EMAIL _____ PHONE # _____

MEMBERSHIP _____ Membership ID# _____

ADDRESS _____

EMAIL _____ PHONE # _____

SIGNED BY:

_____ or _____

Unit President

Unit Secretary

Communications for 2019-2020 - Please check and PRINT LEGIBLY

____ Our Unit wishes to receive the Program Action Plan: (Please check only one)
____ Download off the Department Website ____ By Email ____ By Regular Mail

____ Our Unit wishes to receive membership reports, e-newsletters and important updates by email. The following is the main email for the Unit: _____. Other emails provided will receive copies. Please send email updates to secretary@vauxiliary.org.

____ Our Unit wishes to receive all communications by regular mail. (This will be sent to the Unit President.)

Regular Unit Monthly Meeting Information: (Day/Date and Time of your regular Monthly meetings):

Unit Email Address : _____

Complete and Mail to: Department Sec./Treas., 1708 Commonwealth Avenue, Richmond, VA 23230 or email to: secretary@vauxiliary.org and also mail a copy to your District President.