

The Royal Canadian Legion

BARRHAVEN BRANCH 641



Policy & Procedures Manual

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***By the Training and Organizational
Development Committee***



Preface

The purpose of the Barrhaven Branch 641 (herein after referred to as the Branch) Policy & Procedures Manual (P&PM), is to spell out the job descriptions or terms of reference for the Officers, Executive Members, Committee Chairmen, Sub-committee Chairmen, Coordinators and Committee Members.

It also outlines the policy and various procedures involved in carrying out the duties and responsibilities of those persons tasked with the proper functioning of the Branch.

It shall always be used realizing that the binding authority is resident in the Dominion Constitution & By-Laws, also with those By-Laws at Provincial, District, Zone and Branch levels. As with any document of this nature it should be interpreted by the reader with intelligence, experience and common sense. The use of the term *Chairman* or *Chairmen* in this publication is intended to be gender neutral.

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(Part 1)

JOB DESCRIPTIONS/TERMS OF REFERENCE

OFFICERS:

President

The President is the Chief Executive Officer of the Branch. As such he/she exemplifies the fundamental qualities of leadership. He/she is the Branch's representative in the Legion and community and must exhibit a combination of discretion, enterprise, integrity, responsibility, judgment and other leadership characteristics.

The General By-Laws limits the authority of the Branch President to carry out the directives of the Executive Committee and the General Meeting, which allows for a democratic approach to conducting the affairs of the Branch.

Further guidance to Presidents is provided in publications and directives from Dominion, Provincial, District and Zone which are listed under Bibliography in this Manual.

Immediate Past President

The person who is President of the Branch at the end of the elective term shall become the Immediate Past President on the election of his/her successor.

The Immediate Past President is the major archive of knowledge which will willingly be offered to the new President and the Executive Committee, when requested.

Vice Presidents

In the absence or conflict of interest of the President, all rights and powers vested in him/her may be transferred to the 1st Vice President, or to the 2nd or 3rd VP, in their order of seniority.

Further guidance to V.P.'s is provided in publications and directives from Dominion, Provincial, District and Zone which are listed under Bibliography in this Manual

Secretary

The Branch Secretary is the scribe, the organizer and the coordinator of the Branch. The Secretary carries out the duties of office in accordance with the wishes of the Executive Committee. The Secretary is also responsible for archiving Minutes, records and correspondence.

Further guidance is provided to the Secretary in publications and directives from Dominion, Provincial, District and Zone which are listed under Bibliography in this Manual.

Treasurer

All monies received by the Branch shall be deposited immediately in such chartered Bank, Trust Company, Credit Union or Treasury Branch as the Executive Committee shall have designated.

It is recommended that a firm of chartered accountants be engaged to conduct an external audit of all account, ledgers and financial documentation that the Treasurer was engaged in on an annual basis, or whenever it may be determined as necessary by the Executive Committee, or on a resolution from the General Meeting.

Further guidance is provided to the Treasurer in publications and directives from Dominion, Provincial, District and Zone which are listed under Bibliography in this Manual.

Sergeant - At - Arms

The Sergeant-At-Arms is an elected officer in accordance with the By-Laws of this Branch. He/she is responsible for assisting the President in maintaining order during the meeting and conducting all ceremonial events in the Branch, or, on its behalf, elsewhere.

Further guidance is provided the Sgt-At-Arms in publications and directives from Dominion, Provincial, District and Zone which are listed as Bibliography in this Manual.

Executive Members

A significant number of Executive Members are elected, as deemed necessary by the President and the Executive Committee, for the efficient operation of the Branch. They shall be elected for a one year period.

The President appoints or recommends the Executive Members to chair various standing committees. It is desirable that each Executive Member be given a specific job to do.

There are usually six Executive Members elected to the Executive Committee. By virtue of their office they are expected to assist the Officers in conducting the business and affairs of the Branch. They are expected to accept an appointment as a Committee Chairman. They are guided by all levels of the RCL Constitution & By-Laws, copies of which will be provided to them at the beginning of their term.

Further guidance is provided the Executive Members in publications and directives from Dominion, Provincial, District and Zone which are listed as Bibliography in this Manual.

APPOINTEES:

In accordance with the Branch By-Laws, 508. The positions of "Veterans Service Officer", Chairman, "Chaplain" and "Legal Advisor" shall be appointed by the President and presented to the Executive Committee for ratification subject to the confirmation of a Branch General Meeting as soon as practicable after the start of the new term. The position of "Branch Auditor" shall be recommended by the Executive Committee subject to approval at the June General Meeting.

Veterans Service Officer

The Veterans Service Officer shall be a member of the Poppy Trust Fund Committee. He/she shall work in close cooperation with the Branch Seniors Chairman. The Veterans Service Officer assists Veterans, serving members of the Forces or former members of the RCMP, and their families, by completing claims through any agency of Veterans Affairs Canada. They need not be a member of the Legion to receive assistance, care, and comfort through the Branch or higher echelon of Veterans Service.

Further guidance is provided in publications and directives from Dominion, Provincial, District and Zone which are listed as Bibliography in this Manual.

Chairman

The Branch Chairman shall:

- (a.) Preside at all meetings and enforce order and strict observance of the By-Laws, except that the Zone Commander or his designate shall act as Chairman for the conduct of elections at the Annual General Meeting;
- (b.) Have the casting vote when there shall be an equal division on any question, provided he/she has not previously voted;
- (c.) Determine that the meeting is legally constituted;
- (d.) Ascertain that a quorum is present at the meeting as per the Branch By-laws;
- (e.) Enforce the observance of all rules for the orderly conduct of a meeting;
- (f.) Expedite business in every manner compatible with the rights of the members; and
- (g.) Perform such other duties as the meeting may properly direct or the Rules of Procedure may require.

Further guidance is provided in publications and directives from Dominion, Provincial, District and Zone which are listed as Bibliography in this Manual.

Chaplain

The Branch Chaplain activities range from short prayers, consecrations, convocations, blessings and dedications, to longer services. The religious elements of Legion activities involve many denominations and creeds, and on some occasions there will be several different beliefs represented in the same service.

Further guidance is provided in publications and directives from Dominion, Provincial, District and Zone which are listed as Bibliography in this Manual

Legal Advisor

A lawyer qualified to practice in the jurisdiction of the branch is invited to participate in membership and to provide legal services as required.

Auditor

A qualified auditor is recommended to the Executive Committee and the General Members. The Auditor will provide audits as required by the Branch requirements and as per RCL Regulations, practices and conventions.

Committees General:

The selection of committees are made by appointments of the President. The members of committees may be determined by the President or Executive Committee, or it may be left to the Committee Chairman to name the members. There are various types of committees:

Standing A permanent body established in the By-Laws to carry out a task that is ongoing. Reports back to the main body from which it was formed;

Special A committee formed to carry out one task or project. It may be for an indefinite term, or temporary, which in the latter case, it dissolves automatically when the task is done and the report submitted;

Sub: Formed by and within the committee to do special work. Smaller than the committee from which it was formed it does not report to the main body; and

Joint: A committee formed by the representatives of two or more organizations, or two or more committees of the same organization, working together to share their skills or expertise. Reports back to the organizations from which it was formed, or in the case of the latter, to the main body.

Standing Committees: *(The Chairmen of Standing Committees are members of the Executive Committee by virtue of their appointments. Further guidance is provided the Chairmen of these Committees in publications and directives from Dominion, Provincial, District and Zone, which are listed as Bibliography in this Manual.)*

Membership

Responsibilities:

1. Obtains and make available a supply of membership application forms.
2. Provides and maintain a supply of receipt to be used and to instruct other staff in the proper method of completing the membership forms and receipts and instruct them as to who is eligible to pay Membership fees.
3. Thoroughly investigates, from all possible sources, each application.
4. Reports to the Executive Committee, and to the General Membership, all of the applicants who qualify for membership.

5. Informs each applicant, in writing, the result of the application process.
6. Prepares and maintains a file on each applicant.
7. Makes arrangements to collect all dues for successful applicants, in accordance with Dominion Membership Committee Summer 2009 Newsletter.
8. With the Treasurer, ensures that all successful applicants are processed through Dominion Command and that Membership Cards are issued to members.
9. Arranges with the Executive Committee a date for initiating new members, and to take part in the initiation ceremony.
10. Maintains a stock of By-Laws, Clubhouse Rules, and membership pins and booklets for presentation to new members.
11. Reports at each Executive and General meeting on membership.
12. Runs an Early Bird campaign each year.
13. Ensures that each delinquent member is reminded that dues are required at the appropriate times, and makes arrangements for collection of renewal fees.
14. Maintains a membership list, to be displayed in a prominent place in the branch, showing all members in good standing.
15. Advises the Executive and General membership on all matters pertaining to membership.
16. Maintains a listing of the status of all members.
17. Processes transfers to and from the Branch, and maintains a file on membership.

Honours and Awards

Responsibilities:

1. If possible, two Past Presidents of the Branch should be committee members.
2. Recommend members to receive recognition by presenting recommendations to the Executive Meeting, or to a General Meeting.
3. Complete and submit, with any supporting documentation required, applications for honours to the appropriate approving authority, as detailed in the Honours and Awards Manual.
4. Maintain a complete record of all Honours and Awards distributed by the branch.
5. Ensure that the member's records and membership file reflects any Honours or Awards presented by the Branch.
6. In conjunction with the Branch Membership Committee, ensure that all eligible members receive the appropriate years of service pins.

Youth Education

Responsibilities:

1. At the branch level and in conjunction with the Chair of the Poppy Committee, plan and organize the Literary, Poster and Legion Public Speaking Contests.
2. Review all materials pertaining to the contests originating from Ontario Command and Zone (sent out in late summer or early fall).
3. Formulate a budget and seek approval from the Chair of the Poppy Committee for all contest expenditures including prize money.
4. Ensure the Chairman represents the branch on the Zone Youth Education Committee.
5. Meet with school principals to foster a working relationship and to obtain a school POC for the various legion activities. If requested, provide veteran guest speakers to

support school Remembrance Day activities.

6. Advise all schools falling within the branch poppy boundaries of contest details, including provision, in both official languages of all contest materials, rules and regulations.

7. Organize and brief the required bilingual judges and acquire the judging accommodation for the branch Literary and Poster contests.

8. Set the date and time for the branch Literary and Poster awards ceremony. Arrange for guest speakers, press coverage and light refreshments for the winners, judges and audience.

9. Advise the various contest winners and the school POCs, and explain how the next level of competition is organized. In the case of the Literary and Poster contests, forward the winning entries to the Zone Youth Education Coordinator in time for the Zone Competition.

10. Advise local winners and school POCs of the Zone and higher results.

11. Provide a written summary of the contest results to the principals of the winning schools and congratulate them on the success of their school. Advise the appropriate school superintendents of the competition results.

12. Provide the schools with all material on the Legion's Public Speaking contest. Assist the Zone coordinator with the conduct of the contest and promulgate the results to the schools within the branch boundaries.

By-Laws

Responsibilities:

1. This committee will be responsible for preparing and making all amendments to the Branch By-Laws, as and when required.

2. The committee will be aware of all motions approved at Executive and General Meetings of the Branch to ensure that they do not contravene the By-Laws, or may cause an amendment to the By-Laws.

3. The committee will review the By-Laws, at least once a year, to ensure that the Branch By-Laws are up to date. If amendments are required, the committee will

a. Cause a Notice of Motion to be made at a Branch Executive and General Meeting, outlining the changes proposed.

b. Ensure that these proposed changes are made known to all members through Branch newsletters, bulletin boards, etc a minimum of one month prior to the general meeting that the vote is to occur.

c. At the next General Meeting the committee will cause the motion to be proposed, and will defend the motion.

d. After approval, the committee will be responsible for forwarding four copies of the proposed amendments to Provincial Command.

e. Upon receiving receipt of response from Ontario Command the committee will make any required changes.

f. At the next Executive and General Meeting the committee will inform the members of the response from Ontario Command and any additional changes made.

g. After informing the membership at the next General Meeting the committee will be responsible for re-submitting amendments to Provincial Command.

h. Upon receiving acknowledgment of Ontario Command approval, the committee will ensure that master copies of the Branch By-Laws are updated and the membership informed at the next Executive and General meetings.

4. The committee will be responsible for ensuring that each of its members has up to

date Dominion, Provincial By-Laws, a Branch Officers Manual, a PP&RM and any other pertinent manuals.

5. The committee shall be the recipient of all material sent to the Branch from Dominion or Provincial Command which refers to changes in their respective By-Laws. Committee members must ensure that their copies of the Dominion and Provincial By-Laws are immediately updated as notices are received.

6. The committee shall advise the President and the Executive Committee concerning all matters relative to the By-Laws.

Sports

Responsibilities:

1. The Sports officer is the branch representative on the Zone Sports Committee, and should keep abreast of all rule changes through attendance at meetings and seminars, and by reviewing all correspondence from higher levels of Legion.
2. Organize all of the sports within the Branch, or those played outside the Branch but under the auspices of the Branch, such as Golf, Curling, Bowling and Baseball.
3. Organize all in-house tournaments, reporting to the Executive Committee and having the events approved by them. The Sports Committee shall:
 - a. Set dates
 - b. Provide a convener for each tournament.
 - c. Set and collect entry fees
 - d. Provide prizes
 - e. Ensure that refreshments and/or food are available if required.
4. Prepare a budget and have it approved by the Executive Committee and/or the General Membership. Any expenditures not provided for in the budget must receive prior approval before any commitment is made.
5. Organize any play-off tournaments that are necessary to determine eligibility for tournaments at Zone and/or District level.
6. Ensure that entry forms for teams or individuals entering tournaments are completed in a timely manner.
7. Establish rules for in-house programs, taking into account rules for competitions at higher levels of Legion.
8. Work closely with the Zone and District Sports officers when the Branch is successful in hosting one of these tournaments. Arrange any assistance required from the Branch to ensure the event is successful.
9. Work with other committees, such as Ways & Means and Entertainment.

Track & Field

Responsibilities:

1. Organize an Indoor and Outdoor Track and Field Program for male and female athletes, 15 years of age and under and 17 years of age and under, in the year of competition.
2. Shall establish minimum standard guidelines
3. Shall be responsible for the organization, rules and conduct of the Winter Indoor and Summer Meet for minor athletes within the guidelines laid down by Ontario Command.

4. Shall recommend the events and number of entries permitted to participate in the Provincial Program

Veterans Services

Responsibilities:

1. Confidentially deal with the emergency needs of veterans and/or their dependants, brought to attention of the committee
2. Obtain funding where appropriate from the Poppy or General funds.
3. Deal with immediate cases at the Branch level (with Branch funds if necessary), and to direct the case to the agency responsible if continued assistance is needed. This will require the Veterans Services Officer to be knowledgeable on all of the available support agencies or veterans organizations.
4. Itinerant veterans, passing through, have been known to request small financial assistance. If, in the opinion of the committee, it is justifiable, and there can be rules set out for this, ensure that assistance in cash from the appropriate source. It should be noted that proper identification of the recipient, and details of the request should be kept on record.
5. When in doubt as to whether a particular case should be properly identified as needy, the case is to be brought to the attention of the Executive Committee, or in emergencies to the attention of the President.
6. Maintain a reference list of people to refer cases of continuing need, or need beyond the scope of which the Branch is able of providing.
7. Become familiar with all aspects of Legislation dealing with veterans. Ensure that all veterans in the area are receiving benefits to which they are entitled, particularly those housed on seniors residences, homes or hospitals who may not be aware of their entitlements.
8. Attempt to maintain a record of all veterans in their area, including homes, residences and hospitals.
9. Advise the Branch in areas of veteran benefits, and make recommendations for improvements in veterans benefit legislation.
10. Monitor the use of all contract beds in veterans facilities and hospitals in the area.

Legion Seniors

Responsibilities:

1. Develop and maintain a program to aid, assist and support any activity which will benefit seniors in the surrounding area.
2. Prepare the following activities and programs:
 - a. rides to medical appointments, or shopping
 - b. accumulate medical appliances or aids such as wheel chairs, walkers, crutches, etc. for short term loan, ONLY as allowable by Legion regulations
 - c. encourage seniors meeting within the Branch
 - d. organize social activities for seniors
 - e. provide light meals for seniors groups
3. Prepare program plans and budgets, in cooperation with the Branch Veterans Service Officer, for approval by the Branch Executive or General Meeting. All activities not covered in the approved budget must be approved by the Executive Committee or General Membership prior to making any commitments.
4. Represent the Branch on the Zone Seniors Committee.

Note: There are many other activities that a branch may undertake in support of seniors.

Poppy Committee

Responsibilities:

1. Plan and organize the Poppy Campaign and all events connected with Remembrance Day.
2. Maintain an itemized accounting of all funds expended and collected, for deposit into a separate In-Trust account. Make the books available to the Branch Treasurer for auditing as required. (*Poppy F/Y ends September 30*)
3. Receive all materials and correspondence from higher levels of the Legion, and attend Zone & District Poppy Meetings as required.
4. Formulate a plan for the Poppy Campaign, ensuring that it is properly advertised and carried out, and ensuring maximum effort to distribute poppies and wreaths to all people and businesses within the area designated for this branch.
5. Order and distribute all poppies and wreaths making all necessary reports to the Zone Chairman.
6. Ensure that all wreaths and a supply of poppies are available at the local Cenotaph on Remembrance Day.
7. Report on the progress of the campaign and the planned observance of Remembrance day to both the Executive Committee and to the General Membership.
8. Ensure that the committee is represented at all Poppy meetings or seminars requested by higher levels of Legion.
9. Plan and organize all events connected with Remembrance Day, ensuring that the Sergeant-At-Arms, all dignitaries, clergy, bands, etc. are informed of their responsibilities in the parade and service. Ensure that the Hospitality Committee will have food available after the parade and service.
10. Plan and organize the Remembrance Banquet.

Public Relations

Responsibilities:

1. Ensure that every opportunity is taken to publicize the activities of the Branch, using all media available, with the goal of enhancing the image of the Branch, and the Royal Canadian Legion, within the community and the surrounding area.
2. Be the contact person for any community inquiry.
3. Co-operates with the Information Committee by providing assistance in the preparation of the Branch Newsletter and the Branch Scrapbook, as part of the internal PR, and to preserve the history of the Branch.
4. Significant activities should be communicated to Legion Magazine, through the Ontario correspondent. Understand the rules and procedure for submitting material to the Ontario Correspondent.
5. Provide information to the Zone Public Relations Chairman upon request, including items for Zone and District publications.
6. Ensure that the appropriate manuals and publications to be used in support of public relations are available to the committee. Ensure that the manuals are kept current.
7. Become acquainted with the Zone and District Public Relations Officers, and attend at least one meeting a year with the Zone Public Relations Chairman.

Poppy Trust Fund

Each year, for two weeks before Remembrance Day, Legions throughout Ontario carry out their Poppy Campaign. The campaign raises awareness of the Poppy as a symbol of Remembrance.

The purpose of the poppy funds is to provide immediate assistance to ex-servicemen and women in need. This may include food shelter or medical attention for them or their families. It may also assist dependents of currently serving Veterans.

Funds raised during the Poppy Campaign are also used for the following:

Educational Bursaries

Comforts for veteran in hospital or hospitalized veterans

Community medical appliances

Medical research

Medical training

Donations for disaster relief for disasters declared by Federal and Provincial Governments

Expenses of the Branch Veteran Services Chairman

Prizes for the annual Remembrance Day Poster and Literary (Poem and Essay) Contests.

Legion service bureau offices

After expenses, such as the cost of poppies, wreaths and other supplies are deducted, all remaining moneys are placed in trust to be used on those purposes authorized in the General By-laws of The Royal Canadian Legion. (*see the Poppy Manual for further details*) Campaign expenses are generally low, because most of the work is voluntary.

The Legion's constitution stresses that poppy funds must be held in trust. They are held in a bank account separate from that of the branch general funds and cannot be used for any purpose other than those stipulated.

Ways and Means

Responsibilities:

1. Ensure that all ways and means are explored for raising funds for the Branch.
2. Realize that there are no boundaries to the method use for raising funds provided they are legal.
3. Each event is to be properly accounted for within two weeks of the completion of the event.
4. Emphasis should be placed on events which can be enjoyable to the membership as a whole, and advantage should be taken of all major sporting, entertainment or special events which are taking place on behalf of the Branch. In all cases where other committees are involved, the Committee Chairman must be made fully aware of the Ways and Means Committee's intentions.
5. Ensure that all Ways and Means are totally explained to all members.
6. Investigate methods of raising funds from outside the Branch. In this way we will broaden the base from which funds may be obtained.

Training & Organizational Development

Responsibilities:

1. Educate members of the Branch on all aspects of the Legion and Branch operations and activities. This includes maintaining and updating the Branch PP&RM,
2. Organize seminars for educating and instructing all new members on the Legion's Aims and Objectives, and where the new members fit in. The committee will emphasize to new members the need for participating in the work of committees as well as explaining the social aspects of the Branch.
3. The Chairman of the committee will be the Branch representative on the Zone Leadership and Planning Committee, and will seek the assistance, advice and possible participation of the Zone Chairman when Branch seminars are being planned.
4. Ensure that all speakers at Branch seminars are well versed on their particular subject, and are able to make a good presentation.
5. Prepare a program and budget for approval by the Executive Committee and/or Branch Membership, before preparing seminars.

Special Committees:

Building Fund & Special Fundraising

This special Fundraising Committee operates separately from other fundraising activities of the Branch. Its main challenge is to solicit funds primarily from the business entities in the local community for long-term projects, i.e., buildings, land, etc.. It also helps to spread awareness of the goals and aims of the RCL, and especially in this Branch, in the business milieu

The Chairman is appointed by the President as a Special Executive Member to the Executive Committee

Hospitality

Responsibilities:

1. The Chairman of the Hospitality Committee reports to the Executive Committee through a Vice President
2. The Chairman of the Hospitality Committee shall appoint a Vice Chairman and get members of the Branch to work on the Committee;
3. The Chairman shall call a monthly meeting of the Committee to:
 - a. determine the meals requirements for events being held during the next month;
 - b. decide who is responsible for picking up food or other material;
 - c. ensure that an inventory of supplies is on hand to cover events;
 - d. set up a duty roster - who is serving; who is cleaning up and who is taking utensils for cleaning and ensuring they are back for the next event ;
 - e. determine who is selling dinner tickets at the door;
 - f. sell 50/50 tickets as a shared task with the Entertainment Committee.
4. The Committee is responsible for arranging:
 - Friday Evening Meals
 - Special events such as the January 1st President's Levee; Canada Day, Veterans' Luncheons, Remembrance Day Lunches at the Branch Clubhouse or elsewhere as required, New Years Eve, or other events requested by the Branch Executive Committee.

Nominations

1. The President shall, with the approval of the Executive Committee, appoint a Chairman of the Nominating Committee at least two General Meetings in advance of the Annual General Meeting, and his/her duty shall be to:
 - (a.) form a Nominating Committee,
 - (b.) prepare and make available, the nomination papers;
 - (c.) ensure that all nominations conform to established procedures;
 - (d.) ensure that all nominees are eligible to stand for election;
 - (e.) prepare and make available the necessary ballots for distribution at the Annual General Meeting; and

(f.) provide the Branch Secretary with a list of the nominee's for circulation to all Branch Members.

2. The Nominating Committee as a whole shall be empowered to nominate eligible candidates.

3. The Branch Secretary shall be responsible for posting the list of nominations for the Officers and Executive Members of The Branch on the notice board in the Clubhouse prior to the General Meeting immediately preceding the next Annual General Meeting. The committee ceases to exist after submitting its report.

Entertainment

Responsibilities:

1. Prepare a cohesive program throughout the year to ensure adequate entertainment is available for all members.

2. Ensure that entertainment, in some form, is available in the Clubhouse or main hall each Friday and/or Saturday. This is to be in conjunction with any other event which may be happening on either of those two days.

3. Ensure that a dance is conducted periodically during the Fall/Winter season.

4. Ensure that all events are properly coordinated with other committees, such as Hospitality, Sports, Special Events, Public Relations, and to assist those committees whenever requested.

5. Ensure that a proper accounting is made to the Treasurer within two weeks for any event for which the Branch expended or received funds.

6. Ensure that all events are properly scheduled, advertised to all members, and that a report on progress is provided to each Executive and General Meeting.

Special Events - "Fun"/Sub Committee of Entertainment

Responsibilities:

1. Plan and organize all of those events which are not the responsibility of the Entertainment, Poppy or Sports Committees.

2. Organize the annual Soap Box Derby, Monte Carlo Night, June Jamboree, Winter Carnival etc., and recommend additional events for the benefit of the members of the branch and the community at large.

3. Liaise closely with other committees such as Entertainment, Sports or Poppy to properly coordinate activities and duties.

4. Provide an accounting of all receipts and disbursements to the Branch Treasurer.

5. Report on committee activities and plans to the Executive Committee or General Meetings, through the Entertainment Committee

Property & Facilities

Responsibilities:

1. Maintain the electrical and mechanical systems in good order.
2. Ensure that all alterations required in, and around the buildings(s) are carried out in a proper workman-like manner.
3. Report and suggest all matters of building repairs required to the Executive Committee.
4. Have an estimate prepared for each item of work to be considered.
5. Ensure that all required materials are ordered, that receipts are obtained for any disbursements, and that a proper accounting is made of all funds received and/or expended.
6. Prepare plans, or receive suggestions for improvement to the branch facilities.
7. Prepare an itemized list of those items proposed to be carried out during the current year. Items should be added or removed from the list as situations dictate.
8. Ensure that all major works are approved by the Executive Committee or General Membership prior to any action being taken. In case of emergency repairs, or maintenance being needed, the work may be carried out without being approved in advance. A complete report must be made to the Executive on any such work.
9. Ensure that the Branch is kept clean and orderly. The committee, if not actually doing the cleaning, shall report any unclean situations to the appropriate person or persons.
10. Provide a listing, to be posted in the appropriate place, of firms or contractors that might be contacted in case of emergency, or for carrying out work within the branch. The list should detail the type of work for which each firm or contractor could be contacted.
11. Schedule and supervise work parties, ensuring adequate equipment and material are on hand to complete the task.
12. Report on all building matters to the Executive and General Meetings.
13. Obtain all necessary plans, permits, certificates and approvals necessary to complete any work.

Sick and Visiting

Responsibilities:

1. Ensure that all members are informed of who is in the hospital.
2. Ensure that a suitable card, or gift is sent to the member in hospital.
3. Ensure that the member's family has transportation to visit the member while in hospital.
4. Ensure that the member is visited while in hospital, and provide small comforts such as reading material, or other appropriate comforts to make the member's hospital stay more comfortable.
5. Obtain funds from the Branch Treasurer for cards and or gifts. Provide a proper accounting of the funds received, and expenditures made.

Information

Responsibilities:

The Information Committee has the vital task of keeping the membership up-to date on all current and recent activities in the Branch. It is a major instrument of communications, both written and visually. The committee involves two-way dialogue as it encourages submissions and feedback from all members. It is the sum total of its three sub-committees:

1. The monthly bulletin entitled : The ADVANCE – Sub-chair editor;
2. The on-line pages of the Branch Website - Sub-Chair webmaster; and
3. The photo journal Scrapbook Sub-Chair album & calendar designer.

The newsletters and scrapbooks should be entered in the appropriate zone, district and provincial command competitions.

Long-range Planning

Responsibilities

1. Ensure that all officers, members and committees take into their planning and preparation – a vision of mid and long-term requirements for the Branch.

Tasks

1. In its planning role, the committee will be responsible to consider and recommend plans of action for any organizational thrust that may make the Branch and its committee activities more efficient or meaningful.
2. Encourage Committees to maintain existing programs and assist with the introduction of new programs. Promote methods to overcome resistance to change.

Cadets

Responsibilities

Acts as the Liaison Officer for all interactions between the Branch and any affiliated Cadet Corps Commanding Officer.

Boy Scouts

Responsibilities

Acts as the Liaison Officer for all interactions between the Boy Scout Group Committee and/or any sub-group of the affiliated Group Committee.

28th Field Ambulance (Militia)

Responsibilities

Acts as the Liaison Officer for all interactions between the Branch and the 28th Field Ambulance Unit and assists in determining the level of financial assistance required annually for the unit.

Bar Officer

Responsibilities

1. The Bar Officer shall ensure that all regulations & rules issued by the Province of Ontario Liquor Board (LCBO) are followed in the bar operations of the Branch.
2. The Bar Officer shall supervise the Bar Manager and ensure that sufficient supplies are in-stock for the needs of the members and patrons.
3. Interview new bar staff, whether volunteer or paid, and be cognizant of the employment policies of the RCL in its Constitution & By-Laws and its regulations and directives.
4. Ensure that the provision of the Branch's Clubhouse Rules, as they pertain to conduct, dress and discipline are carried out appropriately.

Telephone

Responsibilities

The telephone Committee shall make calls to members as directed by the Executive Committee. Usually they will be directed to those members that do not have access to e-mail, however, they are not limited to this requirement solely. The Chairman may, when required, solicit the assistance of members to assist in these responsibilities. Updated phone lists shall be provided periodically to the Chairman.

Death of a Member

1. Whoever receives information regarding the death of one of our members shall immediately inform the Sergeant-at-Arms by phone and provide as much detail as possible. The Sgt-at-Arms will confirm the membership status of the deceased and then contact and brief the Branch Chaplain and President and await further instructions. If unable to contact the Sgt-at-Arms, go to step 2.
2. Notify the Branch Chaplain and President. The Chaplain will contact the family to determine what arrangements and level of involvement they require from the Branch.
3. The Chaplain shall then notify the Sergeant-at-Arms and the President of the need for a Colour Party and Ceremonies.
4. The Sergeant-at-Arms shall provide the Secretary with the information necessary to appear on our Memorial Board in the Clubhouse, in the Last Post section of the Branch website and the Newsletter.

Legionnaire of the Year

1. The 3rd Vice President is responsible for conducting the annual competition.
2. All Branch members are entitled to one vote. Voting may be done by ballot or email and will occur during the first two weeks of December.
3. The member with the most votes will be declared Legionnaire of the Year. In the event of a tie, the Branch President will cast the deciding vote.
4. The winner's name will be announced by the President at the New Year's Levee.
5. The winner receives an engraved plaque that may be purchased from the Legion catalogue.

Room Rental - Cost and Procedures

1. Non-Legion members will pay \$300.00 + Tax.
2. Legion members in good standing (1yr + 1 day) other than Barrhaven BR 641 members will pay \$200 + Tax.
3. All BR 641 members in good standing (1 yr + 1 day), with the exception of Life members will pay \$100 + Tax.
4. All BR 641 Life members will get the room for free if the occasion is used to honour the Life member for such occasion as member's birthday or any recognition of the Life member.
5. Fund Raisers will pay a fee of \$200.00 + Tax, with the opportunity to have the payment refunded as a donation if requested and approved by the executive committee.

President's Hospitality Card

1. The Branch President is authorized to spend up to a maximum of \$100.00 each month to purchase beverages for VIP guests of the Branch.
2. Unused funds are not cumulative and may not be carried over to the following month. The President is the only member of the executive who may authorize purchases on this card. He/She shall maintain absolute control on how and when the card is used.
3. Occasionally, the Branch may host special events or extraordinarily large receptions where there is a requirement to provide wine for the head table. The event OPI shall include a provision in the budget to allow for an amount above the monthly allowance with prior approval of the Executive Committee.
4. The Bar Officer and Bar Manager shall devise a system to account for the President's hospitality expenses that is easily implemented by bar staff and acceptable to the Branch Treasurer.

(PART II)

BRANCH PROCEDURES

General Procedures

The Branch procedures are governed by its By-Laws and in all cases that are not covered specifically or through intent by these By-Laws, the General By-Laws of The Legion and the General By-Laws of Ontario Provincial Command shall apply.

In all cases where there is a conflict between the Branch By-Laws and the General By-Laws of The Legion or the General By-Laws of Ontario Provincial Command, the General By-Laws of the Legion and Ontario Provincial Command shall apply.

Meetings

Any Ordinary, Associate, Affiliate Voting or Life Member in good standing may attend and vote at any General, Special or Annual Meeting. Affiliate Non-Voting Members can attend and speak at meetings but cannot move or second a motion, vote or hold office, chair a committee or sit on a complaint committee.

A majority of the Executive Committee must be in attendance to constitute a quorum for an

Executive Committee Meeting. A majority for this purpose is defined as 50 percent of the Executive Committee Members plus one.

For General or Annual Meetings, a quorum consisting of ten (10) eligible Branch voting

members, plus 50% of the Executive Committee, shall be required, and the meetings shall conclude within a two (2) hour period unless a new end time is passed by majority vote of those voting members present during the course of the meeting.

A Special Meeting of The Branch may be called:

(a.) by the Executive Committee or by a petition, signed by 10 percent of the voting members, provided at least seven (7) days notice has been given to all members. Ten days written notice is required if mortgaging, leasing or conveying of Branch property is to be discussed.

(b.) If notice of any meeting has been published in the previous issue of The Branch Newsletter (*The ADVANCE*), then sufficient notice shall be deemed to have been given, with the exception of a Special Meeting where mortgaging, leasing or conveying of Branch property is to be discussed. In this case written notice must be given to all members by mail.

(In all matters of procedure not provided for in the By-Laws of any command or the Branch, the provisions of the Legion's "Rules of Procedure for Legion Meetings" shall apply. In all cases where these rules do not make adequate provision, then and then only "Robert's Rules of Order" shall apply).

(PART III)

Conventions

DOMINION CONVENTION

The major governing body of the Legion is the Dominion Convention which convenes every two years. The Dominion Executive Council (DEC), made up of representatives from each of the Provincial Commands, meets twice a year when Dominion Convention is not in session. In the period between meetings of the DEC, the Legion is run by the Sub-Executive Committee made up of the Legion Officers elected at the Dominion Convention.

PROVINCIAL/COMMAND CONVENTION ZONE COUNCILS & CONVENTIONS

These also are governing bodies of the Legion made up from representatives of the next lower level right down to the Branch. The meeting schedules are announced in order that the representatives are advised in adequate time of their gathering. These echelons allows for a better span of control than having all governance emanating from Dominion Command.

(PART IV)

AMENDING PROCEDURES

The Barrhaven Branch 641 Policy & Procedures Manual shall only be amended upon direction and approval from a Meeting of the Executive Committee of the Branch.

Proposed amendment(s) should have first been vetted by the Training and Organizational Development Committee.

Once approved, the amendment to the P&PM will be distributed to all officers and Committee Chairmen. An official copy of the P&PM shall be posted on the notice board in the Clubhouse.

(PART V)

Conduct/Complaints

1. The Branch shall keep a current set of the Branch By-Laws, P&PM and Clubhouse Rules posted in a prominent location within the Branch and readily available to all members.
2. If a complaint is lodged under one or more of the provisions of the General By-laws of the Legion, the President shall appoint a Complaint Committee as required by the General By-Laws. The Complaint Committee hears evidence, renders a decision and informs both parties to the complaint and the Secretary of the Branch of its decision.
3. Specific rules of conduct, dress and discipline shall be included in The Branch Clubhouse Rules.
4. Any member in good standing may sign in any person excluding a person who is currently under suspension or deprivation of Clubhouse privileges from any Legion Branch. It shall be the signor's responsibility to ensure that the guest being signed in by them is eligible and adheres to the Branch Clubhouse Rules.
5. Complaints & Appeals:
 - (a) Any Member who enters into communication with a third party on any subject pertaining to Branch business shall leave themselves exposed to the provisions of the Complaints and Appeals Article of the current General By-Laws of the Royal Canadian Legion, unless one of the following conditions applies:
 - (1.) General body approval has been given.
 - (2.) Executive Committee approval has been given.
 - (b) For the purpose of this section a third party shall be *any person who is not a member in good standing of the Branch.*

Complaint Files

1. The Branch Secretary shall create and maintain a general, confidential file for complaints. Each complaint is to be filed independently by name and date.

2. General access to these files is restricted to the Secretary, Membership Chairman and Branch President.
3. The Complaint Committee Chairman shall only have access to the one file that he/she has been appointed to investigate.

(PART VI)

Bibliography

Publications & Manuals for Branch Officers & Committee Chairmen

The Secretary shall determine which officers and Chairmen require the publications below and obtain them in the quantities required, following the elections and prior to the new take-over of the new Executive Committee – alternatively they can be obtained on-line as links:

[http://www.on.legion.ca/membersOnly/Documents/manuals/Legion Officers Manual.pdf](http://www.on.legion.ca/membersOnly/Documents/manuals/Legion%20Officers%20Manual.pdf) - An (updated) copy for each newly-elected officer.

[http://www.legion.ca/ PDF/Manuals/branchLeadership_e.pdf](http://www.legion.ca/PDF/Manuals/branchLeadership_e.pdf)
A copy for each newly-elected officer.

[http://www.legion.ca/ PDF/Manuals/ChairmansGuide_e.pdf](http://www.legion.ca/PDF/Manuals/ChairmansGuide_e.pdf) - Membership Chairman

[http://www.legion.ca/ PDF/Manuals/RitualandInsignia2008_e.pdf](http://www.legion.ca/PDF/Manuals/RitualandInsignia2008_e.pdf) -Sgt-At-Arms

[http://www.legion.ca/ PDF/Manuals/ChairmansGuide_e.pdf](http://www.legion.ca/PDF/Manuals/ChairmansGuide_e.pdf) - Branch Chairman

[http://www.legion.ca/ PDF/Manuals/Poppy_manual2007_e.pdf](http://www.legion.ca/PDF/Manuals/Poppy_manual2007_e.pdf) - Poppy Campaign & Trust Fund Chairmen

[http://www.legion.ca/ PDF/Manuals/Sportsguide2008_e.pdf](http://www.legion.ca/PDF/Manuals/Sportsguide2008_e.pdf) - Sports Chairman

[http://www.legion.ca/ PDF/Manuals/pr_manual_E.pdf](http://www.legion.ca/PDF/Manuals/pr_manual_E.pdf) - Public Relations Chair

[http://www.legion.ca/ PDF/Manuals/SOHandbook2008_e.pdf](http://www.legion.ca/PDF/Manuals/SOHandbook2008_e.pdf) - Branch Service Officer & Seniors Chairman

[http://www.legion.ca/ PDF/Manuals/Honours_Awards2008_e.pdf](http://www.legion.ca/PDF/Manuals/Honours_Awards2008_e.pdf) - Honours/Awards Chairman

[http://www.legion.ca/ PDF/Manuals/ChaplainsManual_e.pdf](http://www.legion.ca/PDF/Manuals/ChaplainsManual_e.pdf) - Branch Chaplain

*** [http://www.legion.ca/ PDF/Manuals/RealProperty_e.pdf](http://www.legion.ca/PDF/Manuals/RealProperty_e.pdf) - Building & Facilities

(Hard copies - By-Laws: Branch, Zone, District & Dominion)