



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

Agenda for the Executive Committee Meeting on July 8th, 2025

#	Activity	Action	Report
1.	Call to Order		
2.	Indigenous Land Acknowledgment		
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)		
4.	Motion to deviate from the Agenda		
5.	Introduction of Guests		
A.	Cadet Cadre personnel for 40 Falklands Sea Cadets and possibly 2332 Army Cadets	Cadet Liaison Officer	
6.	Minutes of the last Meeting	Secretary	In package
7.	Business arising from the Minutes and unfinished business	No action necessary.	
8.	President's Report	Dave Cole	NR
9.	Treasurer's Report	Will Read	In package
10.	Sergeant-at-Arms' Report	Paul Leadston	In package
11.	Correspondence	Secretary	Verbal
12.	Reports of Standing Committees		
A.	Legion Seniors	Richard Lynn	In package
B.	Membership	Joe Guitard	NR
C.	Poppy & Remembrance	Kevin Brown	In package
D.	Public Relations	Debi Sereda	NR
E.	Sports, Track and Field	Michelle Guitard	NR
F.	Poppy Trust Fund	Bert Boehme	NR
G.	Leadership Development	Bert Boehme	NR
H.	Veterans Services	Anne Cole	NR
I.	Youth Education & Bursary	Carol Anne Marleau	NR
13.	Reports of Other Committees and Standalone Positions		
A.	Bar Officer	Dave Cole	NR

#	Activity	Action	Report
B.	Constitution and Laws	Stephane Guy	NR
C.	Cadet Liaison & Scouts	Robert MacNichol	In package
D.	Entertainment, Hospitality & Special Events	Angel Guy	In package
E.	Finance Committee	Bert Boehme	NR
F.	Grants & Assistance	Richard Lynn	In package
G.	Honours & Awards	Lyle Brennan	In package
H.	Hospital Visits	Chaplain & Legion Seniors	In Package
I.	Housing	Mike Vincent	NR
J.	Long Range Planning	Stephane Guy	NR
K.	Community Liaison	Dave Sereda	NR
L.	Ways & Means	Dave Sereda	NR
M.	Technology Officer	Kevin Brown	In package
N.	Chaplain (Lay)	Robert MacNichol	In Package
14.	Motions or Special Business of which Notice was previously given		
A.	None for this meeting.		
15.	General and new Business including matters respecting the welfare of the Legion and the Branch		
A.	Two (2) Motions <ul style="list-style-type: none"> Technology Officer TOR Donation to Ottawa Mission 	Technology Officer Grants & Assistance	In package
16.	Tabling of Notice(s) of Motion(s)		
A.	None submitted for the next meeting.		
17.	Motion to adjourn		
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)		

Royal Canadian Legion Branch 641 Barrhaven

Minutes of the Executive Committee Meeting of 2025-06-03

Quorum (10): Y

P = Present R = Regrets

Branch Officers (8)

President	Dave Cole	P
Past President	Lyle Brennan	P
1 st Vice President	Angel Guy	P
2 nd Vice President	Richard Lynn	P
3 rd Vice President	Robert MacNichol	P
Treasurer	Will Read	P
Sergeant-at-Arms	Paul Leadston	P
Secretary	Kevin Brown	P

Other Chairs and Appointees (10)

Bert Boehme		Anne Cole	P	Jennifer Dunham	P
Joe Guitard	R	Michelle Guitard	P	Stephane Guy	P
Joanne Larrett	P	Carole Anne Marleau	R	Dave Sereda	P
Debi Sereda	P	Mike Vincent	P		

#	Activity	Note
1.	Call to Order The meeting was called to order at	Chair 19:00 hours
2.	Indigenous Land Acknowledgment	
3.	Opening Ceremony (RCL Rituals, Awards and Protocol Manual)	Chair
4.	Motion to deviate from the Agenda Moved by Seconded by Outcome	Dave Cole Carried
5.	Introduction of Guests	None
6.	Minutes of the last Executive Meeting Moved by Seconded by Outcome	In agenda package Anne Cole Carried
7.	Business arising from the Minutes and unfinished business	None
8.	President's Report Discussion: Welcome to new Executive year, new committee members, looking forward to working together during the coming year.	Verbal Dave Cole

#	Activity	Note
9.	Treasurer's Report Moved by Seconded by Outcome	In agenda package Will Read Stéphane Guy Carried
10.	Sergeant-at-Arms' Report Discussion: Health has improved, happy to remain in position, will accept reinstatement, looks forward to another successful year of Colour Party activities.	Verbal Paul Leadston
11.	Correspondence	
A.	Emails of note	In agenda package
B.	Postal and courier deliveries of note Discussion: Secretary will start monitoring mailbox once key allocated and mailbox identified	Verbal Kevin Brown
12.	Reports of Standing Committees	
A.	Legion Seniors Moved by Seconded by Outcome	In agenda package Richard Lynn Robert MacNichol Carried
B.	Membership	NR
C.	Poppy & Remembrance	NR
D.	Public Relations Moved by Seconded by Outcome	In agenda Package Debi Sereda Dave Cole Carried
E.	Sports, Track and Field Discussion: <ul style="list-style-type: none"> May 10th, hosted darts, received complaints from The Works and Porto-a-Casa about profanity from other branches participants. Letters of apology being prepared and notice of inappropriate behaviour sent to branches and Zone G5 Sports Officer. Branch Team Participated in Zone G5 Washer Toss event. Golf is next team activity. 	Verbal Michelle Guitard
F.	Poppy Trust Fund	NR
G.	Leadership Development	NR
H.	Veteran Services Officer Moved by Seconded by Outcome	In agenda package Anne Cole Kevin Brown Carried
I.	Youth Education & Bursary	NR

#	Activity	Note
13.	Reports of Other Committees and Standalone Positions	
A.	Bar Officer Discussion: President did not announce a name, but is following up with potential replacements to appoint a new Bar Officer.	Verbal Dave Cole
B.	Constitution and Laws	NR
C.	Cadet Liaison & Scouts Discussion: <ul style="list-style-type: none"> Robert MacNichol expressed appreciation for the support of the Executive Committee members during the current Annual Ceremonial Review period after his medical procedure. Angel Guy requested (4) Cadet volunteers to be coordinated for Canada Day Stéphane Guy reported that 925 Squadron really appreciates the support from Branch 641.	Verbal Robert MacNichol Anne Cole
D.	Entertainment, Hospitality & Special Events <div>Moved by Seconded by Outcome</div>	In agenda package Angel Guy Robert MacNichol Carried
E.	Finance Committee	NR
F.	Grants & Assistance	3 Motions
G.	Honours & Awards Discussion: <ul style="list-style-type: none"> New Ontario Volunteer Service Award Ceremony on July 22nd with Branch 641 recipients 	Verbal Lyle Brennan
H.	Chaplain and Hospital Visits Discussion: <ul style="list-style-type: none"> Stéphane Guy was thanked for standing in as Branch Chaplain for the Celebration of Life for Comrade Barry Holman. Celebration of Life for Comrade Hillier still being coordinated. 	Verbal Robert MacNichol
I.	Housing Discussion: <ul style="list-style-type: none"> Mike Vincent has accepted to become appointed as the Branch Housing Officer. 	Verbal Dave Cole
J.	Long Range Planning <div>Moved by Seconded by Outcome</div>	In agenda package Stéphane Guy Kevin Brown Carried
K.	Community Liaison	NR
L.	Ways & Means	NR

#	Activity	Note
M.	Technology Officer <div>Moved by Seconded by Outcome</div>	In agenda package Kevin Brown Debi Sereda Carried
14.	Motions or Special Business of which Notice was previously given	None
15.	General and new Business including matters respecting the welfare of the Legion and the Branch	
A.	New business Discussion: <ol style="list-style-type: none"> 1. Lillian Freiman Street Naming Event later in 2025 will be attended by the Branch 641 Colour Party 2. Valour Hall, flags, medals and historical artefacts (Comrade Terry Claessen, as part of the Branch Historians team, was invited to participate in this discussion) <ol style="list-style-type: none"> a. Flags have been removed from under King's Portrait on Valour Wall to protect them. b. Past-Presidents have previously declared that Valour Hall should remain neutral in terms of its permanent decorations, based on it being rented out to all manner of community organizations, with the membership lounge being designated the appropriate place for military memorabilia and commemorative displays of historic operations. c. Heated exchange between Branch Historian and President regarding responsibilities and initiatives, such as having the various medals moved / displayed on Valour Wall. d. In light of this Executive discussion, options for embellishing Valour Wall and the space between the panels will be presented at a later date. 3. The Branch 641 Historians team has, after many years, acquired a significant artefact to improve the presence of the RCN in the Lounge. A Kisbee Ring from HMCS Ottawa is being worked on for proper mounting near the entrance. 4. The motions for consideration regarding the reinstated and appointed members of the Executive Committee for 2025-2026 will be presented at the June General Meeting. 	Verbal Paul Leadston Dave Cole Dave Sereda Stéphane Guy Lyle Brennan Terry Claessen Dave Cole

#	Activity	Note
b.	Motions: <ol style="list-style-type: none"> 1. PR-Riverbend Sponsorship 2. GA-Camp Quality 3. GA-MPNMR 4. GA-Interval House 5. Hospitality-Amplifier 	In agenda package Carried Carried Carried Carried Withdrawn
16.	Tabling of Notice(s) of Motion(s)	None
17.	Motion to adjourn <div style="text-align: right;">Moved by</div>	Angel Guy
18.	Closing Ceremony (RCL Rituals, Awards and Protocol Manual)	President
	The meeting adjourned at	20:37 hours

MEMORIUM EORUM RETINEBIMUS

God Save the King

President

Recording Secretary

Dave Cole

Kevin Brown

REPORTS SECTION FOR EXECUTIVE COMMITTEE MEETING OF 2025-07-08

8.	President's Report	NR
9.	Treasurer's Report	
	<p><i>See in package:</i> <i>Statement of Activity – June 2025.pdf</i> (Profit and Loss) and <i>Statement of Financial Position – June 2025.pdf</i> (Balance Sheet) for my financial report.</p> <p><i>Last month:</i></p> <ol style="list-style-type: none"> 1. Signing authority process for incumbent Executive for all accounts completed. 2. Suppliers have been advised to make use of Treasurer@rcl641.ca for communications, and barrhavenlegion22@gmail.com will be set up to autorespond to all messages advising them of same. 3. Briefed Financial Review Committee 2025-07-05 on the financial structure of the Branch and their duties and responsibilities. 4. Received POS training from Technology Officer and took over management of front end (not server). 5. Updated Hospitality screen to reflect current products and support bartenders processing of all donations received through POS. 6. Sitting in on weekly cash count and deposit preparation to facilitate alignment between weekly tender and weekly deposit. <ol style="list-style-type: none"> a. Crafting instructions for accessing and downloading required POS reports and weekly deposit spreadsheet preparation. b. Reaffirmed protocol for managing periodic Land & Building, and Nevada deposits. 7. Began the conversion of the approved budget from a position-based organization to the more manageable P&L format. This has involved adding new categories to our Chart of Accounts, and some re-organization of existing categories. <p><i>This month:</i></p> <ul style="list-style-type: none"> • Convert approved budget to P&L format • Add inventory tracking to QBO (based on 30 Jun 2025 inventory report) • Get Poppy Treasurer (Bert Boehme) operational in QBO • Streamline management of cash in safe (comprised of all floats, daily tenders for the current week, Nevada proceeds) • Implement POS messaging system for bartender reminders. 	

	<p><i>Challenges:</i></p> <ol style="list-style-type: none"> 1. Some bartenders continue to submit envelopes of cash to the cash counting team without first entering the amount and detail in the POS. <p>Solution: Bar Manager (Diane Craig) has asked me to prepare a direct mailing to all bartenders, updating them on the importance of complying with this request, along with a summary of the supporting changes to the Hospitality POS screen.</p> <p>As well, the POS messaging system, once implemented, will help to reinforce this.</p> <p><i>Outstanding issues to be resolved by the Finance Team:</i></p> <ul style="list-style-type: none"> • Understand scope, assignment and frequency of governmental and organizational reporting requirements; • Review of per diem rates for sports and conference travel, the next steps required to effect change, and who is responsible to take these steps; and • Identify opportunities for pre-authorized payment arrangements and work through Legion procedure to implement same. <p><i>Reminder:</i> The FY 2024/25 financial report will be presented by Diane Craig at the September 2025 Executive and General Meetings.</p>	
10.	Sergeant-at-Arms' Report	
	<ol style="list-style-type: none"> 1. The Canada Day Colour Party was a success with about 20 cadets participating as flag bearers. 2. Next event for the Colour Party is the upcoming Celebration of Life for Bill Hillier. We have four confirmed members who will be on hand for the Service. 	
12.	Reports of Standing Committees	
A.	Legion Seniors	
	See Event Report for Veterans' Luncheon in package.	
B.	Membership	NR
C.	Poppy & Remembrance	
	<ol style="list-style-type: none"> 1. Stephane Guy has volunteered for, and been designated as, the 2025 Parade Commander for the Barrhaven Remembrance Ceremony that will take place at John McCrae Secondary School on Tuesday, November 11th, 2025. 2. We are also reaching out to the new Commander of Military Personnel Command and Chief of Military Personnel Lieutenant-General Erick Simoneau, OMM, MSM, CD, about his availability as Guest of Honour for the Remembrance Dinner (Saturday, November 8th) and parade. 3. A "call for volunteers" will be sent out before the next General Meeting in September. We will be looking for new Store Captains, Trapline volunteers, Cash Counters, a Tap2Pay box Coordinator, a Merchandise Coordinator and 	

	possibly a few other new or renewed positions to spread the work.	
	4. There will be a Zone G5 Poppy Seminar at the Legion in Bells Corners on September 10 th , more details to follow.	
D.	Public Relations	NR
E.	Sports, Track and Field	NR
F.	Poppy Trust Fund	NR
G.	Leadership Development	NR
H.	Veterans Services	NR
I.	Youth Education & Bursary	NR
13.	Reports of Other Committees and Standalone Positions	
A.	Bar Officer	NR
B.	Constitution and Laws	NR
C.	Cadet Liaison & Scouts	
	Presentation of the RCL Cadet Medal of Excellence to CO of 40 Falklands Sea Cadets during Executive Committee meeting.	
D.	Entertainment, Hospitality & Special Events	
	<p>Hospitality has been busy on Tuesday, 1st of July, 2025 with the Senior and Family Breakfast and it went very well.</p> <p>After we had Canada Day at the branch and it was a success with over 70 to 80 people in Valour Hall. Everybody had fun and danced till the end with a very good band.</p> <p>Meals for July 2025:</p> <ul style="list-style-type: none"> Friday, July 11, 2025 Meal: Steak, Band: Divided Highway 7pm – 11pm Sold out Friday, July 25, 2025 Meal: Chicken à la Angel, Band: Heart & Soul Duo 7pm – 11pm <p>Meals for August 2025:</p> <ul style="list-style-type: none"> Friday, August 1, 2025 Meal: Salmon OR Chicken, Band: Arc of Fire 7pm – 11pm Wednesday, August 6, 2025 Open Mic Food available at the Poppy Café from 12pm to 2pm Music 12:30pm to 3pm Friday, August 15, 2025 Meal: Steak, Band: Gibb Rozon 7pm – 11pm Wednesday, August 20, 2025 Open Mic Food available at the Poppy Café from 12pm to 2pm Music 12:30pm to 3pm Friday, August 29, 2025 Meal: Steak, Band: The Jerry Lee Band 7-11pm 	

E.	Finance Committee	NR
F.	Grants & Assistance	
	One motion in package for Ottawa Ministry.	
G.	Honours & Awards	
	<p>1. The Province of Ontario is pleased to announce the launch of Ontario's first provincial award, Ontario Veterans Award for Community Service Excellence (OVACSE), which honours veterans for their exceptional and ongoing service to their communities.</p> <p>a. Each year, Ontario branches of The Royal Canadian Legion will each select one veteran who has demonstrated significant and sustained contributions to their community through exceptional community service. All nominations must be submitted by the annual deadline of August 31. Nominating Ontario branches of The Royal Canadian Legion will present certificates and lapel pins to award recipients during local ceremonies in November each year.</p> <p>b. The nomination process and eligibility criteria https://www.ontario.ca/page/honours-and-awards-community</p> <p>c. Branch deadline is NLT 15 Aug 2025 to Honours.Awards@rcl641.ca and it will be brought forward to the H&A committee for consideration.</p> <p>2. As previously announced, congratulations to the following individuals:</p> <ul style="list-style-type: none"> • Alice Boehme • Bert Boehme • Stephane Guy • Angel Guy • Debi Sereda • David Sereda <p>who will be recognized with an Ontario Volunteer Service Award at a ceremony to be held at 7:00 p.m. on July 22nd, 2025 by the Province of Ontario at the Hellenic Event Centre, 1315 Prince of Wales Drive, Ottawa ON K2C 1N2.</p> <p>3. Branch 641 has various levels and means of recognition for which our members or organizations who support branch 641 can be honoured. Details of Legion Honours and Awards can be found within the Legion Ritual, Awards and Protocol Manual. Found at: https://portal.legion.ca/branch-and-command-resources/rituals-awards-protocol</p> <p>4. Anyone wishing to submit nominations for recognition should do so through the Honours and Awards Committee chair at Honours.Awards@rcl641.ca</p>	

H.	Hospital Visits	
	<p>1. Richard Lynn and Robert MacNichol visited, and will continue to visit, Wayne Voegel at the Perley.</p> <p>2. Not aware of any other members in hospital at this time.</p>	
I.	Housing	NR
J.	Long Range Planning	NR
K.	Community Liaison	NR
L.	Ways & Means	NR
M.	Technology Officer	
	<p>1. Summer Tasks:</p> <ul style="list-style-type: none"> • ATM direct line to internet switch • Kitchen and Storage room cameras • Satellite dish re-alignment <p>Working with Housing Officer on these items this week.</p> <p>2. M365 licenses. Continue to test web-only vs. desktop apps:</p> <ul style="list-style-type: none"> • Teams, Outlook, SharePoint, OneDrive and OneNote no issues. • Word, Excel, PowerPoint: some minor formatting irritants, but functional. Working on “foolproof” templates to avoid surprises when printing. <p>3. Terms of Reference previously shared for comment included in the package, with motion to adopt for Branch 641. Further coordination and administration to follow if approved, with C&L Chair.</p>	
N.	Chaplain (Lay)	
	<p>1. I will conduct a Legion Tribute for Bill Hillier on Wednesday July 9th at 11am Kelly Funeral Home Chapel Barrhaven</p> <p>2. I will contact Linda Brennan, wife of Pat Brennan, on Saturday July 5th to pass on the sympathies of the President, Executive and Members of Barrhaven Legion, and let her know process to arrange a celebration of life and Legion Tribute for her husband Pat.</p>	

Statement of Activity

Royal Canadian Legion Branch 641 Barrhaven
June 1-30, 2025

DISTRIBUTION ACCOUNT		TOTAL
Income		
4000 Sales of Product Income		0
4100 Bar		\$24,605.92
4200 Hospitality		\$11,740.55
4300 Hall Rental		\$1,698.91
4400 Membership		\$405.39
4600 Events		\$13,064.79
4800 Other Income		\$2,530.20
Total for 4000 Sales of Product Income		\$54,045.76
Total for Income		\$54,045.76
Cost of Goods Sold		
5000 Cost of Goods Sold		0
5100 Bar		\$9,903.23
5200 Hospitality		\$4,198.68
5900 Poppy Campaign Merchandise		70.00
Total for 5000 Cost of Goods Sold		\$14,171.91
Total for Cost of Goods Sold		\$14,171.91
Gross Profit		\$39,873.85
Expenses		
6000 Charitable Contributions		0
6100 Cadets		\$23,000.00
6200 Local		\$6,000.00
6300 Provincial		\$1,000.00
6400 National		\$1,500.00
Total for 6000 Charitable Contributions		\$31,500.00
7000 All Other Expenses		0
7100 Housing		\$13,643.53
7200 Operating Expenses		\$4,867.48
7300 Advertising		\$517.48
7600 Events		\$926.25
7700 Sports		\$471.33
Total for 7000 All Other Expenses		\$20,426.07
Total for Expenses		\$51,926.07
Other Income		
Other Expenses		
7999 Previous FY Expense		3,303.59
Total for Other Expenses		\$3,303.59
Profit		-\$15,355.81

Statement of Financial Position

Royal Canadian Legion Branch 641 Barrhaven

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Cash and Cash Equivalent	
1001 Cash on hand	2,760.00
1100 General Account	63,610.41
1101 Building Account	59,397.35
1200 Bingo Trust Account	8,106.26
1300 Nevada Trust Account	11,384.77
1400 Poppy Trust Account	108,011.04
1500 Land & Building Trust Fund	292,604.37
Total for Cash and Cash Equivalent	\$545,874.20
Accounts Receivable (A/R)	
1002 Cash in safe	2,269.92
Total for Current Assets	\$548,144.12
Non-current Assets	
Property, plant and equipment	
Total for Non-current Assets	0
Total for Assets	\$548,144.12
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
Accounts Payable (A/P)	-260.20
Total for Accounts Payable (A/P)	-\$260.20
Credit Card	
2100 GST/HST Payable - RG_GST_HST	867.33
Total for Current Liabilities	\$607.13
Non-current Liabilities	
Total for Liabilities	\$607.13
Equity	
3010 Retained Earnings	0
Profit for the year	-15,355.81
3001 Opening Balance Equity	562,892.80
Total for Equity	\$547,536.99
Total for Liabilities and Equity	\$548,144.12



Branch 641
Barrhaven

Royal Canadian Legion Branch 641 Barrhaven

EVENT REPORT

Name of event:	Veterans' Luncheon		
Location of event:	Branch 641 Valour Hall		
Date of event (yyyy-mm-dd):	2025-06-18	Date of report:	2025-06-21
Attendance:	44	Signed up	
	4	No shows	
	4	On the day	
	44	Total participation, including 5 Vietnam War Vets	

FINANCES

EXPENSES	AMOUNT	REVENUES	AMOUNT
Food	292.72	Ticket Sales	
Non-alcoholic beverages		Draws	
Alcoholic beverages	179.00	Donations for Veterans' 1 st drink	588.00
Decorations		Motion 1 (Food)	400.00
Entertainment	400.00	Motion 2 (Entertainment)	400.00
(List on page 2 if necessary)		(List on page2 if necessary)	
Total Expenses	871.82	Total Revenue	1388.00
PROFIT / LOSS	+516.18		

COMMENTS

- Event was well attended and appreciated by all participants.
- MPP Tyler Watt and Councillors David Hill and Wilson Lo attended as guests.
- The Executive Committee Reception Line and the Hospitality team preparing and serving for the event were well represented.
- I recommend that the donations received and not spent on the "1st drink for Veterans" be allocated to the Remembrance Dinner in November.
- The band was the Al Viser Group and everyone enjoyed their music.

Name and signature of event organizer:	Richard Lynn
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PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Technology Officer
PRESENTING MEMBER	Kevin Brown
Executive Meeting Date	2025-07-08
Moved by:	Kevin Brown
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	
Moved by:	
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move that the attached Terms of Reference for the Standalone position of Technology Officer be adopted and added to the Branch 641 Policies and Procedures Manual.

BACKGROUND

2. In late 2023 the Branch 641 President, Lyle Brennan, submitted a request to Microsoft Corporation for a not-for-profit organization license for the M365 platform. This was granted and in December 2023 the Branch M365 platform was launched.
3. In early 2024 the Executive Committee members and other Branch 641 volunteers (with an early focus on the Bartenders) began the onboarding process, receiving their “business” email accounts and pointed towards free online training and help files.
4. In order to avoid a “single point of failure”, and with more than 30 accounts and a requirement for ongoing support, the President asked for some assistance, with Kevin Brown and Will Read offering to help.
5. The 2024-2025 Executive Committee accepted the formal creation of the position of a Technology Officer. The scope of duties has evolved to encompass many aspects of old and new technologies in use at the Branch.
6. The next step is to adopt an appropriate “job description” in the form of the attached Terms of Reference, for transparency, continuity planning, and for potential volunteers or assistants to be aware of the opportunities associated with the different technologies in use at the Branch.

Motion to adopt submitted for Executive Committee meeting on 2025-07-08

Terms of Reference – Technology Officer

1. Introduction

- 1.1. This document outlines the terms of reference for the position of Technology Officer on the Royal Canadian Legion (RCL) Branch 641 Executive Committee, as voted into effect in June 2024. The Technology Officer will be responsible for managing various technology systems that support the bar, food services, security systems, Point of Sale (POS), Internet/Wi-Fi, Microsoft 365 environment, website, mass-mailing program, as well as providing support for the network, office desktops, laptops, and audio-visual equipment used for meetings and events. The Technology Officer must adhere to the directions and guidelines provided at the provincial and national levels of the RCL.

2. Position Overview

- 2.1. The Technology Officer will be responsible for overseeing all technology-related aspects of the business, ensuring that systems are efficient, secure, properly maintained, and provide support for network infrastructure, office desktops, laptops, and audio-visual equipment. The Technology officer will work closely with the other Executive Committee members and branch volunteers supporting business functions, to understand business requirements and provide technology solutions that align with the strategic objectives of the organization.

3. Reporting

- 3.1. The Technology Officer will report directly to the Executive Committee.

4. Duration of term and Working Arrangements

- 4.1. The Technology Officer position will be appointed annually in accordance with Branch 641 and Legion rules and regulations governing Executive Committees.

5. Responsibilities

- 5.1. Business platform (Microsoft 365 Environment as of December 2023)
 - 5.1.1. Administer and support the Microsoft 365 environment, ensuring all users have appropriate access and permissions.
 - 5.1.2. Collaborate with staff to utilize Microsoft 365 tools effectively for communication, collaboration, and data management.
 - 5.1.3. Stay updated with the latest features and functionalities of Microsoft 365 and provide recommendations for improvement.
- 5.2. Office Desktops and Laptops
 - 5.2.1. Manage and support Branch 641 office desktops and laptops, ensuring they are properly configured, maintained, and secured.
 - 5.2.2. Install, update, and troubleshoot software applications.

- 5.2.3. Provide user support for hardware and software issues.
- 5.3. Internet/Wi-Fi
 - 5.3.1. Manage and monitor the Internet/Wi-Fi infrastructure, ensuring speed, reliability, and security.
 - 5.3.2. Troubleshoot any connectivity issues and promptly address them.
 - 5.3.3. Implement necessary security measures to protect the network from potential threats.
- 5.4. Network Support
 - 5.4.1. Provide support for the network infrastructure, including routers, switches, and firewalls.
 - 5.4.2. Troubleshoot network issues, ensuring connectivity and performance.
 - 5.4.3. Implement and maintain network security measures to protect against unauthorized access and attacks.
- 5.5. Audio-Visual Equipment
 - 5.5.1. In collaboration with the Housing Officer, support the setup and maintenance of audio-visual equipment used for meetings and other events.
 - 5.5.2. Ensure audio and visual systems are functioning properly and troubleshoot any technical issues.
 - 5.5.3. Collaborate with event organizers for additional technical requirements.
- 5.6. Mass-mailing Program
 - 5.6.1. In support of the Public Relations Officer, manage the mailer program (software) to effectively communicate with 700+ members.
 - 5.6.2. Ensure the delivery of timely and relevant information to members.
 - 5.6.3. Monitor and analyze the performance of the mailer program, making recommendations for improvement.
- 5.7. Bar and Food Services Technology
 - 5.7.1. Manage and maintain the technology infrastructure supporting the bar and food services operations.
 - 5.7.2. Ensure the Point of Sale (POS) system is operational and regularly updated with the latest software releases and patches.
 - 5.7.3. Troubleshoot and resolve any issues related to bar and food services technology systems.
 - 5.7.4. Conduct regular maintenance and testing to ensure optimal performance and security.
- 5.8. Security Systems
 - 5.8.1. Oversee the security systems, including surveillance cameras, alarms, and access control systems.

- 5.8.2. Ensure security systems are functioning properly and monitor for any unusual activities or breaches.
 - 5.8.3. Collaborate with external security service providers, if applicable, to ensure the safety and security of the premises.
- 5.9. Branch Website
 - 5.9.1. In support of the Public Relations Officer, review the maintenance and optimization of the Branch 641 website.
 - 5.9.2. Ensure the website is up-to-date, user-friendly, and responsive.
 - 5.9.3. Collaborate with external web developers, if necessary, to implement enhancements and resolve technical issues.
- 5.10. Adherence to Legion Provincial and National Guidelines
 - 5.10.1. Stay updated with all relevant technology guidelines and regulations imposed by provincial and national authorities.
 - 5.10.2. Ensure all technology systems and practices are compliant with the provided directives.
 - 5.10.3. Regularly review and update technology policies and procedures to reflect any changes in provincial and national guidelines.
- 6. Qualifications and Skills
 - 6.1. Post secondary education in Computer Science, Information Systems, or a combination of education and work experience relevant to the position, at the discretion of the president.
 - 6.2. Proven experience in managing technology systems within a similar environment.
 - 6.3. Strong technical knowledge in bar and food services technology, POS systems, security systems, Internet/Wi-Fi infrastructure, Microsoft 365 environment, website management, mailer programs, network infrastructure, office desktops, laptops, and audio-visual equipment.
 - 6.4. Familiarity with provincial and national guidelines related to technology and data security.
 - 6.5. Excellent problem-solving and troubleshooting skills.
 - 6.6. Strong communication and interpersonal skills to effectively collaborate with stakeholders.
 - 6.7. Ability to prioritize tasks and meet deadlines.
 - 6.8. Attention to detail and commitment to quality.

PROPOSED MOTION

COMMITTEE OR POSITION IDENTIFIER	Grants & Assistance
PRESENTING MEMBER	Richard Lynn
Executive Meeting Date	2025-07-08
Moved by:	Richard Lynn
Seconded by:	
Executive Meeting Carried:	Yes / No
General Meeting Date	
Moved by:	
Seconded by:	
General Meeting Carried:	Yes / No
Secretary Signature	

MOTION

1. I move that we donate \$500.00 to the Ottawa Mission from the Nevada account.

BACKGROUND

2. A very worthwhile charity that feeds, clothes and supports the homeless on our streets.