

RCL Branch 594 Policies and Procedures

First Vice President Duties -Tab #3

General

1. RCL Branch 594 has three Vice President positions. These positions are not to be taken lightly as they have specific roles to ensure that duties are equally shared and in support of the President.

Election of Vice Presidents

2. RCL Branch 594 has their nominations meeting in April of each year and members can also nominate from the floor at that meeting. People interested in running for one of the three Vice President positions must have served on the Executive Committee for at least one year. The Election will occur at the May membership meeting. Their new appointment will commence as of 1 June of that year for a period of one year.

General Duties of the Vice Presidents

3. These are the general duties that can be expected of all Vice Presidents:
- a. Can be appointed or volunteer to chair one or more of the important committees for the Branch.
 - b. Should have a good understanding on all of the committees and their duties.
 - c. Should have a good understanding on all the duties of the Executive members.
 - d. Should know the ritual, assist with initiations, and endeavor to become familiar with bylaws, policies and procedures for the Branch, and House Rules.
 - e. Should be familiar with all provincial and dominion manuals and regulations.
 - f. Should nurture committee members and the membership to become more actively involved with the running of the Branch.

Duties of the First Vice President

4. Other than the above general duties for Vice Presidents, the First Vice President will:
- a. Understudy the President and be prepared to run the Branch in the absence of the President.
 - b. Coordinate with the Treasurer and monitor all financial undertakings, and monitor the budget and expenditures within the Branch.
 - c. Chair the Marketing Committee.
 - d. Will be a member of the Financial Committee.
 - e. Chair the Operations Committee Meeting held on Mondays at 10 am.

- f. Chair the annual verification of Property that must be completed NLT end May.
- g. Will provide the annual direction to the Annual Financial Review Committee, the Treasurer and the Bookkeeper based on the direction given by Provincial Command.
- h. Provide direction and supervision of the person-in-charge of the daily count of sales and ensure that regular deposits are done through the sub-committee that handles these duties.
- i.. In the absence of the Treasurer, be prepared to handle those duties.
- j. Be prepared to attend monthly Zone Convention meetings.
- k. Attend one District Meeting per year.
- l. Attend Provincial and Dominion Conventions.
- m. Provide reports to Executive and Membership meetings on conferences and on any areas where he has responsibility.
- n. Prepare and send monthly reports for newsletter.
- o. Any other duties assigned by the President.

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