

RCL Branch 594 Policies and Procedures

Second Vice President Duties -Tab # 4

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 Second Vice President

4. Other than the above general duties for Vice Presidents, the Second Vice President will:
- a. Understudy the First Vice President and President and be prepared to handle their duties when both are not available.
 - b. Will Chair and plan the annual Health and Safety review for the Branch and react to any changes that may occur.
 - c. Will be responsible to monitor and plan for annual staff training and requirements for re-certification.

- d. Will Chair the Honours and Awards Committee.
- e. Will Chair the planning Committee for the Annual Legion Week and Remembrance Ceremonies for the Branch.
- g. Provide reports to Executive and Membership on conferences and on any areas where he has responsibility.
- h. Prepare and send monthly reports for newsletter.
- i. Any other duties assigned by the President.

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