

RCL Branch 594 Policies and Procedures

Secretary and Treasurer Duties -Tab #8

General

1. The position of Secretary/Treasurer at RCL Branch 594 is a combined position. It is currently being reviewed to split the position into Branch Secretary and Branch Treasurer.

Election and/ or appointment of the Secretary-Treasurer

2. The position of Secretary/Treasurer is appointed by the President and must be approved by the Executive and General Membership. This position works in conjunction with the Branch Bookkeeper.

Duties of the Secretary:

3. The Branch Secretary is scribe, organizer, and co-coordinator for the Branch and works directly for the President. This is a key position in the Branch organization. These are the general duties that can be expected of all Vice Presidents:

- a. Take the Minutes for all Executive and Membership meetings and maintain a binder with all of the minutes.
- b. Is responsible for the maintenance, retention, and safekeeping of all records and is custodian of the Branch Seal.
- c. When available, should peruse all incoming mail and ensure that the right executive member of bookkeeper receives that mail.
- d. Assists the Executive with the preparation / photocopying of all documents required for the Executive and Membership meetings.
- e. Ensures that the Sgt-At-Arms has a sign in sheet for all Executive and Membership meetings and keeps a copy of those sheets in the appropriate Minutes binder.
- f. Reviews the Legion Officers Manual and Branch Secretary Handbook to completely understand the duties expected of the Secretary.
- g. Receives all complaints against Branch Members excluding those lodged against the Secretary and completes the duties detailed in Article III of the Provincial General By-Laws.
- h. In concert with the Membership Chair, ensures that all members receive the required Welcome documents and Legion badge.

Duties of the Treasurer:

4. One of the most important Executive positions and a key advisor to the Senior Executive and President. These are the key duties:

- a. Ensure that all financial transactions are recorded with direct supervision of the book keeper.
- b. Ensure that accurate records are maintained on all funds received or paid out by the Branch.
- c. Ensure that all proper deposit procedures are followed and that deposits are regularly made.
- d. Provide detailed monthly Financial statements for the Executive and Membership to review and approve.
- e. The Treasurer will supervise the daily cash income and ensure that all appropriate receipts, where applicable, are issued for funds received.
- f. Reviews all invoices with the bookkeeper and ensures that they are paid in a timely fashion.
- g. Ensures that funds are placed into proper accounts and bills paid out of the correct account.
- h. Supervises the bookkeeper in the completing of the weekly payroll.
- I. Supervises the bookkeeper in ensuring all Government documents are completed and sent in on time.
- j. Chairs the Branch Financial Committee.
- k. Ensure that a working Budget is prepared every FY, approved by the Executive and Membership, and monitored on a monthly basis.
- l. The Treasurer in concert with the Bookkeeper prepare all the necessary paperwork for our Accounting Firm to complete our year end financial statement/ audit and necessary documentation.
- m. Along with the bookkeeper, is prepared to assist, provide documentation, and answer questions for the independent Annual Financial Review Committee.
- n. Ensures that cheque signing authority is followed and that no blank cheques are signed.
- o. Will be a member of the Marketing Committee, if and when it is stood up.
- p. Will monitor possible Grants and under the direction of the President and Executive, apply for them.
- q. Understand the procedures for approval of major expenditures that require Provincial Command approval and ensure that the President and Executive are advised.
- r. Be a member of the Investment Committee and be prepared to present investment proposals to the Executive before going to a Membership meeting to get approval.
- s. Be completely familiar with the Provincial By-Laws on the direction of financial management for procedures that the Branch must follow.

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