

## **RCL Branch 594 Policies and Procedures**

### **President Duties -Tab #1**

#### **General**

1. The President's duties are directed in the Legion Provincial Command By-Laws and are presented here. Additional points have been added based on the normal operations that have occurred over many years.

#### **Election of the President**

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 the President position 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 President per the Provincial By-Laws:**

3. These are the responsibilities and general duties of the President:
- a. The President is the Chief Executive Officer of the Branch and as such must exemplify to the Membership the fundamental qualities of leadership. As its leader the President has the ultimate responsibility for whatever happens, and it is the President's function is and will remain that of directing the members.
  - b. As the Chief Administrator of the Branch, the President is its representative in the community and the President's basic or essential character must show a combination of discretion, enterprise, integrity, responsibility, decisiveness, judgment, etc. While exercising leadership, the President will accept direction from the Branch.
  - c. The General By-Laws limit the authority of the Branch President to carrying out directives of the Executive Committee and further the President should exercise democratic approach to conducting the affairs of the Branch by recognition of the authority of the Executive Committee.
  - d. The By-Laws are specific, in that, the President is a member of the Zone Executive Council and obligated to attend Zone Council and Zone Conventions. If the President is unable to attend, the Vice President or a member of the Senior Executive should represent the President on these occasions.
  - e. It is the President's responsibility to ensure that the Branch is represented at Zone and District conventions with its full complement of delegates.
  - f. The President shall preside at all meetings and enforce order and strict observance of the By-Laws, except that the Executive Committee may name some other member to act as chair for the conduct of elections at the annual meeting. The President shall a general supervision and control over the officers and business of the Branch and shall call meetings of the Executive Committee of the Branch, in accordance with the By-Laws. The President shall transact such

other business as may by custom pertain to the office, and the President shall have the casting vote when there shall be an equal division on any question, provided that the President has not already voted on that question.

g. If an Executive position becomes vacant, as per the Provincial By-Laws, the President will appoint a person to fill that position with the approval of the Executive until the next election is held.

### **Day to Day Operational duties of the President**

4. These are some of the day-to-day operational duties of the President:
  - a. Manage the day-to-day operations through the paid staff, the Executive members, and the Chairs of Committees.
  - b. Coordinate with the Treasurer and monitor all financial undertakings and monitor the budget and expenditures within the Branch. The First Vice President of Branch 594 will assist the President in these duties.
  - c. Supervise the Indoor and Outdoor Chair/ and or Third Vice President, in the maintenance and repair of property. The President will maintain a thorough understanding of all contracts and warranties that are utilized in the continuing maintenance of the building and property.
  - d. The President will maintain a thorough knowledge of all suppliers for products that are used to operate the Branch.
  - e. The President will defacto be a member of all Committees but does not have to necessarily sit on all committees. The President will ensure that a qualified Chair is appointed for all Standing Committees.
  - f. The President will ensure, through the Treasurer and other key Executive appointments, that all fiduciary procedures are followed in accordance with the Provincial By-Laws.
  - g. Provide reports to the Executive and Membership on committee or issues that the President is the Chair of or responsible for.
  - h. Prepare and send monthly reports for newsletter.
  - i. The President will provide guidance and mentorship to all Executive members and Chairs of Committees.

### **Set up and Chairing of Committees**

5. **Provincial By-Law Committees:** these are the Standing Committees that are mandated by the Provincial By-Laws and the President must ensure are set up and that there is a Chair for those committees:
  - a. Legion Seniors.
  - b. Membership.
  - c. Public Relations.
  - d. Poppy.

- e. Sports.
- f. Track and Field.
- g. Veterans Services.
- h. Youth Education.
- I. Financial Committee.
- j. Annual Financial Review Committee.

6. **Branch 594 additional committees:** these are the committees that Branch 594 has / currently utilize and that the President may set up on a need basis:

- a. Branch By-Laws (Branch Regulations), Club House Rules, and Policies and Procedures (mainly for review or requirements to update – procedures are covered in the Provincial By-Laws).
- b. Marketing Committee.
- c. Property: Indoor, Outdoor, and Gardening Committee (normally Chaired by the Third Vice).
- d. Honours and Awards: (normally Chaired by the Second Vice).
- e. Bar Chairman.
- f. Bursaries.
- g. Entertainment.
- h. Hospital and Parkwood Institute.
- I. Kitchen Convener.
- j. Legion Week and Remembrance (normally Chaired by Second Vice).
- k. Liaison to our sponsored Army Cadet Corps.
- l. Lottery.
- j. Newsletter Editor.
- k. Pool Tables.
- l. Ways & Means.
- m. Webmaster.
- n. Windsor Veterans Memorial Service Committee Liaison Officer.

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