

TERMS OF REFERENCE

ONTARIO PROVINCIAL COMMAND MILITARY SERVICE RECOGNITION BOOK

1 GENERAL

The Ontario Command Military Service Recognition Book Program is a Program of Ontario Provincial Command that was initiated in 2013. The program serves all Branches, Zones and Districts of Ontario Command in matters dealing with the recruitment of Veteran information and photographs for publication in an annual Military Service Recognition Book.

This Program actively promotes the importance of recognizing Veterans within the Province of Ontario through its annual publication. The Program provides dedicated support in the availability, awareness and processes concerning Veterans. It is through the volunteer work of Branch Military Service Recognition Book Coordinators, District Coordinators and Provincial Coordinators that makes this happen.

2 TERMS OF REFERENCE FOR BRANCH COORDINATORS

- a. The coordinator will be transparent and create an open line of communications with the Branch Executive, Branch members and Branch staff.
- b. The coordinator will have full knowledge of the various information pieces made available to them through the Ontario Provincial Command website including copies of the Veteran Submission Form, the Introduction Letter and Fact Sheet.
- c. The coordinator will actively promote and ensure that the Branch Executive members, Branch members and any Branch staff members are all made aware of the Remembrance Program including the importance of actively recruiting Veteran submissions. This includes making them all aware that the publisher, Fenety Marketing, conducts an ongoing telephone solicitation appeal to the general public and to advertisers.

- d. The coordinator will ensure that all forms, posters and other information material made available to them is posted on the Branch Bulletin Board or within the Branch premises.
- e. The coordinator will be available to assist Legion members in the preparation and submissions of Veteran information and photographs to be published in our annual publication. They will also ensure that the criteria established for such submissions is being followed.
- f. The coordinator will review, process and finalize all Veteran Submissions received from Branch members and the General Public in a timely, fair and unbiased manner. This includes ensuring that all information contained on the submission form is accurate, complete and that **the Veteran or family member has signed the submission form.**
- g. Once the coordinator has completed the review and processing of submissions, they will have them mailed to their respective Provincial Coordinator as set out in the Introduction Letter. **Submissions are NOT to be sent to the Ontario Provincial Command Headquarters or to the Publisher of our books.**