

Branches. It should not be used as an opportunity to bash Legion but rather as a chance to improve what may be wrong.

District conventions also provide an opportunity for you to meet senior elected officers of several levels of Legion, including Provincial Command. You may wish to introduce yourself. While doing so be careful not to make your presence seem confrontational. They are there to assist and will often do so when asked. Limit your time so as to provide an opportunity for others.

#### **Your Goal as Branch President.**

Ultimately you will determine your goals. Be careful not to set goals that are out of reach. Discuss your goals with the officers of your Branch. With them behind you there is a better chance that many if not all of your goals will be achieved.

There will be times when you will be called upon to settle disputes. Your abilities as a leader will be tested to the limit at this time. Be sure to remain impartial. Take time to discuss the issues with all parties before making a decision. When needed discuss the issue with those members of your Branch who may have experience, such as past Presidents.

You have a unique opportunity to influence the direction of your Branch, its officers and members. Personal goals must be set aside when and if they are not in the best interests of the Branch or Legion. Use every tool at your disposal, remain impartial, seek input from your officers, guidance from command levels and you will succeed. GOOD LUCK.

For a more detailed description of your duties and responsibilities as a Branch President, please refer to one or more of the following:

The General By-Laws	700101
Ontario Command By-Laws	* E33101
The Legion Officers Manual	* E33102
Ladies Auxiliary By-Laws	* E33105
Ritual & Insignia Manual	700103
Rules of Procedure	700105
Membership Manual	700340
Honours and Awards	700214
Sports Guide	700249
Public Relations Manual	700315
Service Officers Handbook	700319
Chaplains Manual	700321
National Honours	700324
Real Property Development	800992
Poppy Manual	*200134
Speakers Guide and Facts	* 200283
Legion Act to Incorporate	

The above are available from Dominion Command with the exception of those noted (\*) which are available only from Ontario Command.

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## ROYAL CANADIAN LEGION

## ONTARIO COMMAND

Training and Organizational  
Development Committee

Branch Officers Series

The  
Branch President

### **Congratulations,**

On being elected President of your Branch. You have accepted what some consider to be the most difficult office in Legion.

This brochure will offer tips and ideas that can help to make your term as President a success. Please take time to read and discuss this information with your Zone Commander, or a Branch Past President. Their experience and guidance will be of great value over this next term.

The information contained in this brochure is intended as an overview of your duties and responsibilities. On the back are listed the names and order numbers of various manuals which are available to you and your officers.

**At Your Installation,** You gave a pledge to perform the duties of your office faithfully and to the best of your ability. The duties you have undertaken as a Branch President are vast and can not and should not be taken lightly. You must remember at all times to act in an unbiased and fair manner and in the best interests of your Branch.

You must remember that you are not alone, you can and should take advantage of your fellow officers. Look to them for ideas, discuss with them matters of importance to your Branch and the Legion in General. The future of your Branch is in your hands. You have an opportunity to affect that future by training your officers today.

### **From the Ontario Officers Manual,**

The President, as the Chief Executive

Officer of his Branch, exemplifies to the membership, the fundamental qualities of leadership. As its leader, he has the ultimate responsibility for whatever happens and his function is and will remain that of directing the members.

As the Chief Administrator of the Branch, he is its representative in the community and his basic or essential character must show a combination of discretion, enterprise, integrity, responsibility, decisiveness, judgement and more.

### **Your duties to your Branch.**

In many Branches the President will also be the presiding officer at all meetings. While acting as meeting chairman you are reminded that impartiality and good control are expected at all times. Remember for many, particularly new members, the proceedings of a meeting can be their first view of Legion and may directly influence their decision to take part.

By now you have considered many members for, and may even have appointed several committee chairmen. While this is a great opportunity to affect the future of these committee's in your Branch, be sure to allow those you have appointed the pleasure of determining the direction of their committee. If you have doubts speak to the chairman quietly offering your ideas.

Special consideration and additional time should be spent guiding new members of your executive. Their new ideas and unique ways should not be overlooked. Take advantage of their fresh outlook on

matters. Be sure to include them in meeting and support their ideas when needed. You have a unique opportunity and a real responsibility to teach future leaders during your term as President. Who knows you may be instructing a future Zone, District, Provincial or Dominion Officer.

### **Your duties to your Zone.**

The by-laws are specific in that as President you are a member of Zone Council. As such you are obligated to attend all Zone Council Meeting and Conventions. In your absence a Vice President should attend as your representative.

You must ensure that reports are filed by your officers and committee chairman to their respective Zone counterparts and on time. While attending a Zone meeting it is your responsibility to represent the best interests of your Branch while keeping in mind the needs of your fellow Branches and the Legion in general.

### **Your duties to your District.**

Unlike Zone, you are not by virtue of your Branch office, a member of District Council. You are however expected to attend all District Conventions. As when attending Zone Conventions, you should take full advantage of the opportunity to speak with other Branch Presidents and to share ideas and problems.

While at convention you may be called to attend a Presidents Meeting. Several Districts have provided these meetings to allowing Presidents to discuss in private, matters of great importance to their