

committee chairmen. Don't forget your primary duty is to learn. Take advantage of every opportunity to ask questions.

District Conventions may also provide an opportunity for you to meet senior elected officers from 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 Vice-President.

Your ultimate goal as a Branch Vice-President is to one day accept the office of Branch President.

It has often been said that the office of Branch President is one of the most thankless offices in Legion. You may at one time or another, when faced with little support, ask yourself why you are interested seeking the office of Branch President. There is no short answer. But you can be sure that not all days spent as a Legion officer are dark days. You will in the years to come have good days and bad, how well you prepare, may tip the balance in favour of the good days.

You have a unique opportunity to assist in the direction of your Branch. Take time to consider the problems and issues which lie ahead. Use every tool at your disposal, remain impartial, seek input from your fellow officers, particularly the President, guidance from Command levels and you will be prepared when that days arrives.

GOOD LUCK.

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

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|----------------------------|----------|
| 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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04/12



ROYAL
CANADIAN LEGION

ONTARIO
COMMAND

Training and Organizational
Development Committee

Branch Officers Series

The
Branch Vice-President

Congratulations,

On being elected Vice-President of your Branch. The manner in which Vice-Presidents are elected varies from Branch to Branch. Most elect in order of rank such as 3rd, 2nd and 1st. Others elect in a format similar to Ontario Command, a pool of 2 or 3 Vice-Presidents and a 1st Vice-President. Whatever the method of electing, the ranking system still applies.

This brochure has been designed to offer tips and ideas that will help to make your term as Vice-President a success and prepare you for higher office. Please take time to read and discuss this information with your Branch President or a 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 can be ordered through the Branch secretary.

At Your Installation, You gave a pledge to..... “assist your President and to well and truly carry out the duties of your office.”

You were also informed that should the President be unable to continue his/her duties, that all rights and powers will be vested in accordance with the seniority of your office. It is vital that you prepare for that time, while it may never happen, you need to be sure that you will be ready to assume the duties of President should the need arise.

Remember, you are not alone; you can and should seek support and guidance from your fellow officers. Listen and learn, open your mind to their thoughts and ideas.

From the Ontario Officers Manual,

“The office of Vice-President is your assurance that your Branch will have knowledgeable Presidents in the future.”

“The Vice-President should be required to accept the chairmanship of major Branch committee’s: i.e., Bar, Poppy, Finance ...”

How much you learn and how well you prepare now will either positively or negatively affect your abilities as a future President.

Your duties to your Branch.

There are several Branches who continue to elect Vice-Presidents to office who have no intention what-so-ever of ever running for the office of President. Such cases serve to only block willing and interested members from receiving the training necessary to be a successful Branch Vice-President.

Your primary goal at this time should be to learn as much as possible as you prepare to one day serve as Branch President. You may be called upon to chair a meeting of the Branch, to host visiting officers and guests. Be prepared the duties of a Vice-President are varied.

Your duties to your Zone.

You can be sure that as a Vice-President you will be called upon to attend Zone Conventions as a delegate from your

Branch. It is not unusual for a Vice-President, usually the 1st VP, to represent the President in their absence, at a Zone Council or Convention. In such cases you may need to prepare a Branch report to present to the Convention. If you are unsure ask the President or Zone Commander if one will be needed.

Many Zones now conduct a Presidents Meeting as a regular event at a council or convention. If you are to act on the Presidents behalf, prepare by asking the President well in advance what issue(s) of concern he wishes you to take forward.

If you are attending with the President take time to discuss with them any issue(s) you may wish to bring forward. The President may also allocate to you several issues he/she may want brought forward.

Remember, while attending any Zone function you are representing your Branch and that your behaviour will be a reflection upon your Branch.

Your duties to your District

Over this term you may also attend a District Convention, much of what was explained in the previous section will also apply here.

This is a great opportunity to meet Vice-Presidents from other Branches. Take the time to introduce yourself, soon you will find that many of the problems you may have thought were unique to your Branch are common in other areas.

There may also be opportunities to attend seminars, speak to various District