



## **The Royal Canadian Legion**

### **Ontario Command Leadership Development**

## Introduction to the duties of the **BRANCH EXECUTIVE COMMITTEE**

The Executive Committee comprises the President, Immediate Past President, Vice-Presidents, Secretary, Treasurer (Secretary/Treasurer) if unpaid and not usually more than six elected or appointed members, in the absence of any Branch Regulation to the contrary.

On being elected to the Executive Committee you have accepted a most important position in your Branch. You may be asked by your Branch President to assume the chairmanship of a Standing Committee at Branch level.

### **SUMMARY**

The Executive Committee shall be responsible for the administration of the policies authorized by the general membership, providing such policies are consistent with the General By-Laws and principles of The Royal Canadian Legion. All new business requiring the approval of a general meeting should be considered by the Executive Committee prior to presentation to the members.

The Executive Committee meets at least once a month to authorize payment of liabilities and expenses of the branch and to provide the necessary services required for the Branch business operation and also enforces the by-laws and regulations.

The Executive exercises complete autonomy over the business operation of the licensed premises insofar as the Regulations and Liquor License Act may permit.

The Executive Committee appoints or dismisses any salaried officer or employee in accordance with Legion by-law and the Employment Standards and Labour Acts of Ontario as applicable.

### **BASIC RESPONSIBILITIES**

The duties you have undertaken as an Executive Committee are critical to the successful operation of your Branch. Remember at all times - the information that will come through your Executive chair will affect the well-being of your specific committee as well as the well-being of your Branch. Work with your fellow Executive Committee members to better develop an effective and cohesive Executive Committee.

The terms of reference for the various Standing Committee Chairmen are one part of the Executive Committee's role – the other is to be part of the team that will administer the general business of the Branch as approved by the General Meeting and be responsible for making the Branch work

or fail. So, be willing to work one with the other in cooperation.

## **GENERAL TERMS OF REFERENCE**

The following generalities apply to all committees and form part of their terms of reference:

1. Each Standing Committee will be comprised of a minimum of three members. Additional members are encouraged in all committees and should include:
  - The Chairman
  - An experienced member to act in the absence of the Chairman
  - Newer members to ensure continuity of experience.
2. The Branch President is an ex-officio member of all committees and must be advised of the time and place of all meetings and/or events.
3. It is expected that all Branch Standing Committee Chairmen will be requested to attend a meeting with their Zone counterpart at least once a year.
4. All written information going out from their committees must have a copy sent to the Branch President and Branch Secretary. Likewise, a copy of all incoming mail is to be given to the Branch Secretary for the Executive Meeting Agenda.
5. All committee Chairmen are expected to report in writing on their activities and future programs, recommendations or requests to all Branch General Meetings and when required, to Executive Meetings
6. All Chairmen are appointed by the Branch President immediately following the beginning of the term of office 01 June, to be ratified at the first general meeting of the new term. All committee members will be selected and appointed by the Chairman unless required by bylaw to be appointed by the Branch President. By accepting a standing chair, you are responsible for ensuring that the chair you hold is successful. For many, particularly new members, the fact that you are a Branch Executive member suggests, as well as, being knowledgeable about the workings of your chair, you are a senior member of your Branch. You have a unique opportunity, a responsibility to teach future leaders enabling them to assume Executive Committee positions thereby ensuring the future of your Branch.
7. Attendance at Zone and/or District Conventions will help you to gain an understanding of another level of the Legion. Further, you will be able to compare your chair's success or failure with other Branches on a larger scale and perhaps gain some valuable knowledge to bring back to your committee.
8. Your primary responsibility will be to take part in the governance of your branch. As a member of Branch Executive you will have a unique opportunity to influence the direction and success of your Branch. As an Executive member you will be part of a team. The general body has placed their faith in you and the other members of the Executive to ensure that your Branch is vibrant and successful. There may be times when you will be called upon to bring new and innovative ideas to the Executive Committee.

9. Be careful not to set goals that are out of reach. Discuss these goals or ideas with the Branch President and other members of the Executive. Personal goals must be set aside when and if they are not in the best interests of your Executive Committee responsibilities. Use every tool at your disposal and glean knowledge from past committee members and all the books, manuals and website resources that are available to you. Develop a successful standing committee and you will succeed.

**For more specific details of your duties and responsibilities as an Executive Committee, please refer to the most current edition of one or more of the manuals below noted:**

- The General Bylaws (Dominion)
- Ontario Command Bylaws
- Your Branch Regulations
- The Legion Officers' Manual
- Ladies Auxiliary Bylaws
- Rules of Procedure for Legion Meetings
- Ritual, Awards and Protocol Manual
- Membership Manuals
- Sports Guide
- Public Relations Manual
- Service Officers' Manual
- Chaplain's Manual
- Poppy Manual
- Legion Act to Incorporate
- Property & Development

Also refer to the Command websites often for the most current information.

**Dominion:** [www.legion.ca](http://www.legion.ca) and **Ontario:** [www.on.legion.ca](http://www.on.legion.ca)