



Introduction to the Office of BRANCH VICE PRESIDENTS

The importance of a Vice President should not be underestimated. The First Vice-President, in the absence of any By-law to the contrary, shall automatically succeed the President if the President for any reason is unable to complete his/her term of Office. In the absence or conflict of interest of the President all rights and powers vested in him are, for the time being, transferred to the Vice President or, if there is more than one, then according to seniority of Office. The order in which Vice Presidents are Elected is: First Vice President, Second Vice President, Third Vice President (if applicable)

The Office of Vice-President is an assurance that the Branch will have knowledgeable Presidents in the future. The Vice Presidents should be required to accept the chairmanship of one of the major Standing Committees, and take an active role in the administration of the Branch under the supervision of the Branch President by attending meetings and chairing meetings when required, develop a thorough knowledge of the General and Provincial By-Laws, Branch Regulations and all the other reference manuals available. Assist the President and understudy him/her at functions, be a Zone or District delegate, and generally train for the Office of President.

Remember, in this and all Offices within the Branch, 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.

RESPONSIBILITIES

The 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, as the duties of a Vice-President are varied.

There will be opportunities to attend seminars/workshops and speak to various Zone and/or District Committee Chairs. Don't forget your primary duty is to learn and exchange information. Take advantage of every opportunity to ask questions.

It is not unusual for a Vice President, usually the 1st Vice President to represent the President in their absence, at Zone and/or District Convention or Zone Council Meeting. In such cases you may need to prepare a Branch report to present if your President has not prepared one.

For more details of your duties and responsibilities as Branch Vice President and those of your fellow Officers and Members, please refer to the most current edition of one or more of the following manuals...

- 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 and **Ontario:** www.on.legion.ca