

TERMS OF REFERENCE

Branch President

The position of Branch President in The Royal Canadian Legion is a vital role with diversified responsibilities. They are required under their obligations to the branch and office to adhere to the terms of reference. As Chief Elected Officer, they are always on display and are ultimately responsible for branch operations.

After taking office at the first meeting of the Executive, the Branch President will appoint a Chair for each of the various standing committees, subject to general meeting approval and usually after consultation with the Branch Vice Presidents.

The Branch President is required to attend and may be required to Chair all General and Executive meetings. If acting as Chair, the President calls the meetings to order and announces all business and puts all questions and informs the members on points-of-order. As Chair they do not take part in debates but if they want to enter the discussion, they must relinquish the Chair position until the question under debate is settled. Even though the President may be acting as Chair, they still have the right to exercise a vote at meetings, but cannot vote twice in the event of a tie.

Note: *The individual branch bylaws contain the authority with respect to Chairing Meetings. Please refer to the Chair Terms of Reference for more information.*

The Branch President must ensure that the branch is fully engaged with the BC/Yukon Command infrastructure – although branches have autonomy, the survival of the organization is in the unity of our collective effort and cooperation. In order to achieve this, the Branch President must be involved with the Zone Commander and the Branch Operations Advisor as one avenue to Command. Any President who opts to operate outside the infrastructure is subject to removal from office by the Command President.

The Branch President must be completely aware of the financial position of the branch. They must have knowledge of where funds are coming from and where it is directed. They must ensure the branch financials are accounted for and monthly financial statements must be provided to the Branch President and Executive to make business-related decisions. The Branch President must provide the new Executive with the assurance that Director's Liability Insurance is in place to protect individual members.

Responsibilities:

- Must allow the committee Chairs to run their committees without obvious interference, while still making sure that all committees are doing the job that was intended.
- Must be aware of the operations of the licensed premise and know the required profit levels and percentages, as well as the level of service that is being offered to the members.
- Must agree to and sign the proper liquor, lottery, or gaming documentation as required by law.
- Must be prepared, on occasion, to deal with the media and the general public in a knowledgeable manner.
- Must be completely familiar with all the bylaws, regulations and manuals and be sure that all bylaws are followed.

- Responsible to see that the Vice Presidents are involved and trained in the running of the entire operation.
- Responsible for ensuring that the branch is properly and completely involved in the poppy campaign and observance of Remembrance Day and that the community, including schools and youth groups are aware of, and involved in, this special occasion.
- Must be cognizant with the works of the Ladies Auxiliary (LA), co-operate with them to the fullest extent and generate respect and goodwill between the branch and Auxiliary. It is strongly recommended that at least one joint meeting occur every year between the two executives. The president should also encourage the LA to appoint a liaison officer to attend branch meetings and report back to the LA on any branch activities that might involve their support.
- Must ensure that the branch is represented at zone meetings, conventions and workshops and that the knowledge acquired at these meetings is shared with, and put to use in the branch.
- Have the ability to suspend any member of the branch if a charge is properly laid under the General By-laws, in accordance with the Article III of the General Bylaws.
- Ensure 'in branch' workshops/training sessions are held and that the Executive in particular and the general membership are kept up to date with the current workings of the organization on the provincial and national level.
- See there is appropriate attendance of members at Legion Information workshops and should encourage all members to attend. The workshops are not restricted to members of the Executive Committee.
- Act as a liaison with their Zone, BC/Yukon Command, and Dominion Command. Encourage the branch to work with, and under direction of these levels and that the membership is updated with new information from all organizational levels.
- Ensure that any Article III Complaints and Appeals and/or disciplinary actions are handled in complete accordance with the *General Bylaws*.
- Ensure that the branch complies with all laws and ordinances in particular with the Liquor Control and Licensing Branch, Gaming Policy and Enforcement Branch, BC Lottery Corporation, WorkSafe BC and Canada Revenue Agency and all required paper work is completed on time and filed with the proper authorities.
- Present themselves and the Branch in a positive manner at all times.
- Forbidden from making any official statements or doing Legion work while consuming any alcohol.
- Deal with any interpersonal conflict within the branch executive in a timely manner to ensure it does not compromise the hospitality of the branch membership.

It is not necessary for the Branch President to do all of the aforementioned activities personally, but rather delegating tasks to other positions is essential. The Branch President is responsible to ensure the above actions are carried out.

The President and officers of the branch should make themselves knowledgeable with the following reference documents:

- Command policy as published
- Individual Branch Bylaws
- Ritual and Insignia
- General Bylaws
- BC/Yukon Bylaws

- Act of Incorporation
- Rules of Procedure for Legion Meetings
- BC Legion Act
- Performance Standards Policy
- Zero Tolerance Policy
- Harassment & Bullying in accordance of General Bylaws and BC/Yukon directives