

TERMS OF REFERENCE

Executive Committee

The Executive Committee is the governing body between general meetings. The size of a Branch Executive is outlined in the branch bylaws, and is usually based on the number of standing committees to which Chairs have to be appointed from the Executive. A candidate for any of the offices and Executive positions (except Branch President) must expect an appointment to one or more standing Committees.

A branch has the right to expect that when a member accepts nomination for an office they are accepting a commitment to carry out duties and responsibilities during the term. Executive Committee members should not be taking extended leaves of absence. The Executive Committee bears the responsibility to adhere to policy and failure to do so may constitute a violation of their obligation to the branch and their office.

The Executive conducts the business of the branch between general meetings subject to direction and approval from a general meeting. Any member elected to the Executive should give support to the President and committee. It is expected that all members of the Executive abide by and support decisions arrived at by a majority vote. However, there is nothing preventing a member from abstaining from voting. An Executive member who will not support an Executive decision should not talk unfavourable of the decision or should resign from the Executive. An executive member must refrain from discussing content of an Executive meeting with anyone who is not on the Executive. If content of an Executive meeting is to be shared, it shall be only on the authorization of the President.

It is common practice to elect some Executive members to a longer term so there is never a completely new Executive and to preserve continuity of administration. This type of procedure must be covered within individual Branch Bylaws.

Executive Committee Authority

It is not constitutionally permissible for a branch general meeting to delegate “full powers” to the Executive during summer recess. The Executive continues, during the summer recess to be governed by the provisions of the BC/Yukon Command Bylaws. The only expenditures an Executive can make without prior approval of the general membership are those specifically identified in the BC/Yukon Command Bylaws. The two permissible categories are for normal operating expenses (ie. wages, property taxes, bar supplies, etc.) or for emergency repairs or replacement of equipment that is essential to branch operations. Additional information can be found in branch bylaws with respect to expenditure of funds.

The Executive Committee of the branch should make themselves knowledgeable with the following reference documents:

- Command policy as published
- 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