

TERMS OF REFERENCE

Chair Person

Branches can create a Chair position whose sole responsibility is to chair meetings. It is recommended that the position not be elected. The Branch President, subject to branch approval, should be permitted to appoint a member who is well-suited to the duties (specific provisions for this are in the individual branch by-laws).

Having a Chair can prevent meetings from being long, pointless, monopolized, loud, chaotic, offensive or abusive. A Chair is required to govern meetings in accordance with the *Rules of Procedure for Legion Meetings*. This document can be found on Legion.ca under the How we Operate tab.

It is recommended that at the start of each term, the Chair take a few minutes and familiarize themselves with the rules, and that at the onset of each meeting, some ground rules be established and enforced, if needed.

Sample ground rules include:

- Stay on the topic
- Everyone participates
- Wait to be recognized before speaking
- No side conversations
- Do not complaint without offering a solution
- It's OK to disagree, but no person attacks
- Be specific/use examples to make a point
- Stand when you address the Chair
- Listen to others

By identifying in advance how members are expected to behave, it makes it more likely they will follow the ground rules. Members who do not obey need to be reminded of the rules. Members who consistently violate rules or whose behaviour is disruptive should be asked to leave the meeting if necessary.

Ground rules keep a meeting on track, but don't expect the membership to necessarily welcome the rules at first. When the Chair first presents the ground rules, they should ask for a motion of approval. After that all they have to do is remind the membership of the rules previously adopted and conduct the business of the meeting in accordance with those rules.

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

- Command policy as published
- Individual Branch Bylaws
- General Bylaws
- BC/Yukon Bylaws
- Act of Incorporation
- Rules of Procedure for Legion Meetings