

## **Commitment of Officers**

It is the responsibility of the Branch President and the Executive to adhere to the terms of reference. Failure to comply with the terms may be constituted as a violation of your obligation to the branch and to your office.

It is extremely important that prior to the time any Legion member takes on a responsible position to serve a branch either elected or appointed that the Officer fully realizes and accepts the objects of the Legion. The objects are generally outlined as follows:

- To assist ex-service personnel and dependants in the preservation of their physical, mental, financial and social well-being.
- To assist and support any program in the Legion or in the community that lends itself directly or indirectly toward fulfilment of the Legion's objectives.
- To be active in or support any activity that tends to preserve democratic government and traditions in Canada.

It is also appropriate to remind elected Officers and those who are appointed as Chair of Standing Committees, that when their term is over, it is their responsibility to help and mentor the incoming officers and Chair toward a smooth transition and preserving continuity.

## **Ethical Behaviour**

The Command Executive Council members must all sign a letter of Ethical Behavior and the branches and Ladies Auxiliaries of BC/Yukon Command are urged to do the same.

## **The most important thing you can do for the integrity of your branch**

There are two different sets of ethical behaviour guidelines that can be used in the branches – the first, which is printed below, is specifically for branches: “Ethical Behaviours for the Branch Executive Committee.” This agreement must be signed and committed to by every Branch Executive Officer, if their Branch has approved this as a policy.

- Attendance at all executive and general meetings is crucial. You have been elected by your fellow members to manage the affairs of the branch and you as an Executive must lead by example.
- Come to all meetings prepared. Each of you will have been appointed as Chairman of specific standing committees and it is expected that you come to the meetings with written reports. When your reports have been presented you will be expected to hand in the written report to the Recording Secretary.
- Any discussion that takes place at Executive Committee meetings must be kept in confidence. No one should be repeating to anyone the discussion that takes place at the meetings. The minutes of Executive Committee meetings are presented to the general membership.
- There will not always be a unanimous agreement on matters within the committee. However, you should strive to reach unanimous agreements because it will be harder to convince the general membership of a decision if not everyone on the committee agrees. However, having said that – you are governed by “majority” decisions so if you find yourselves in a situation within the Executive where you have a “majority” decision but cannot reach a “unanimous” decision it is expected that everyone on the committee

support the “majority” decision. That means no criticizing other Executive Committee members at a general meeting or amongst the membership. Please respect the decisions reached within the Executive. If you feel so strongly that at the general meeting you can’t support a recommendation from the Executive, then abstain from the vote. You must not stand up at a general meeting and publicly criticize the decision reached within the Executive.

- Familiarize yourself with the branch by-laws; the General By-laws and the Command’s Branch Manual.
- The by-laws are in place to prevent expending any funds without the prior approval of the general body and it must be adhered to.
- If there are any problems with one another – they are discussed at the Executive Committee meeting. Don’t let matters fester – if something is said at an Executive meeting that you don’t feel comfortable with, the time to speak up about it is at the meeting. It is expected that there is participation from everyone at the meetings. You are a team – you don’t operate in isolation.
- Remember that as members of the Executive Committee you are always on display. Members look to you for leadership, and how you behave at meetings and at social events will always be under the scrutiny of the members. Of particular importance is how you conduct yourselves when you are representing the Legion at events outside the branch. Remember – you represent the membership.
- When attending Legion events where Legion Dress is expected, you wear the uniform with pride. This means not only looking your best but acting your best as well. The *Ritual and Insignia Manual* describes what is authorized as official Legion dress including the number of lapel pins we are entitled to wear. You must be the leading example for your members when you appear in full Legion Dress.
- The language you use as Legionnaires is critical to how you are perceived by our members and the public. Inappropriate language should never be used in or out of uniform within the Legion. Remember you are a reflection of not only your branch, but the Legion as a whole. Be a proud, and a respectful Legionnaire.
- The Executive Committee is the employer. If you have issues concerning behavior of the staff you will discuss these issues within the confines of the Executive – not in the licensed premises
- The President will make these same commitments of behavior to you the Executive. Members of the Executive must adopt these rules of Ethical Behavior for the Executive.

**NOTE:** The other available Ethical Behaviour guideline is the one signed by Provincial Officers – which includes Senior Admin Officers and Zone Commanders.