Checklist for Branches Under Oversight

Flagging
Once placed under flagging, the branch must:

- ☐ Review notification letter from BC/Yukon Command outlining the performance standards requirements that need attention.
- ☐ Ensure all executive members understand the identified deficiencies and take steps to address them.
- ☐ Work with the Zone Commander to resolve issues and provide progress updates.
- ☐ Submit monthly financial statements to Zone Commander and BC/Yukon Command.
- ☐ Submit monthly meeting minutes (executive and general) to Zone Commander and BC/Yukon Command.
- ☐ Inform members of the branch's oversight status update at the next general meeting.
- ☐ Zone Commander will regularly report to BC/Yukon Command on branch's progress
- ☐ At the end of the designated timeframe, the Zone Commander will submit a report to the Branch Advisory Committee. Based on the review, the committee will decide one of the following:
    - The branch has met the Performance Standards and recommends removal from flagging.
    - The branch has not achieved the Performance Standards within the timeframe and recommends flagging to be extended with new timeframe set.
    - The branch has not achieved the Performance Standards within the timeframe and should be escalated to a higher level of oversight.

Probationary Management
Once placed under Probationary Management, the branch must:

- ☐ Review notification letter from BC/Yukon Command outlining the performance standards requirements that need attention.
- ☐ Ensure all executive members understand the identified deficiencies and take steps to address them.
- ☐ Probationary Manager will be appointed to the branch by BC/Yukon Command.
- ☐ Work with the Probationary Manager to resolve issues and provide progress updates.
- ☐ Submit monthly financial statements to Probationary Manager and BC/Yukon Command.
- ☐ Submit monthly meeting minutes (executive and general) to Probationary Manager and BC/Yukon Command.
- ☐ Inform members of the branch's oversight status update at the next general meeting.
- ☐ Probationary Manager will regularly report to BC/Yukon Command on branch's progress
- ☐ The branch will be invoiced quarterly for costs related to the probationary management, which including travel and administrative expenses.

- ☐ At the end of the designated timeframe, the Probationary Manager will submit a report to the Branch Advisory Committee. Based on the review, the committee will decide one of the following:
    - The branch has met the Performance Standards and recommends removal from Probationary Management.
    - The branch has not achieved the Performance Standards within the timeframe and recommends Probationary Management to be extended with new timeframe set.
    - The branch has not achieved the Performance Standards within the timeframe and should be escalated to a higher level of oversight.

Trusteeship Level 1
Once placed under Trusteeship Level 1, the branch must:

- ☐ Review notification letter from BC/Yukon Command outlining the trusteeship process.
- ☐ Ensure all executive members understand the identified deficiencies and take steps to address them.
- ☐ A Trustee will be appointed to the branch by BC/Yukon Command.
- ☐ The Trustee will be added as one of the primary signatories for the branch affairs. Branch must obtain Trustee approval for all major financial or operational decisions.
- ☐ Branch Executive will work with the Trustee to resolve deficiencies.
- ☐ Submit monthly financial statements to BC/Yukon Command.
- ☐ Submit monthly meeting minutes (executive and general) to BC/Yukon Command.
- ☐ Follow the corrective action plan developed by BC/Yukon Command and Trustee.
- ☐ Inform members of the branch's oversight status update at the next general meeting.
- ☐ Trustee will regularly report to BC/Yukon Command on branch's progress
- ☐ The branch will be invoiced quarterly for costs related to the trusteeship, which including travel and administrative expenses.
- ☐ At the end of the designated timeframe, the Trustee will submit a report to the Branch Advisory and Admin Finance Committees. Based on the review, the committee will decide one of the following:
    - The branch has met the Performance Standards and recommends removal from Trusteeship Level 1.
    - The branch has not achieved the Performance Standards within the timeframe and recommends Trusteeship Level 1 be extended with new timeframe set.
    - The branch has not achieved the Performance Standards within the timeframe and should be escalated to a Trusteeship Level 2.

Trusteeship Level 2
Once placed under Trusteeship Level 2, the branch must:

- ☐ Review notification letter from BC/Yukon Command outlining the Trusteeship Level 2 process and that the entire executive has been stood down.

- ☐ At least two Trustees will be appointed to the branch and will added to all signatories on the account.
- ☐ Branch Executives will return all branch property back to the Trustees.
- ☐ Trustees have the option to create a Management Committee.
- ☐ Branch will submit monthly financial statements to BC/Yukon Command.
- ☐ Branch will submit monthly meeting minutes (executive and general) to BC/Yukon Command.
- ☐ Follow the corrective action plan developed by BC/Yukon Command and Trustee.
- ☐ Inform members of the branch's oversight status update at the next general meeting.
- ☐ Trustees will regularly report to BC/Yukon Command on branch's progress
- ☐ The branch will be invoiced quarterly for costs related to the trusteeship, which including travel and administrative expenses.
- ☐ At the end of the designated timeframe, the Trustees will submit a report to the Branch Advisory and Admin Finance Committees. Based on the review, the committee will decide one of the following:
    - The branch has met the Performance Standards and recommends removal from Trusteeship Level 2.
    - The branch has not achieved the Performance Standards within the timeframe and recommends Trusteeship Level 2 be extended with new timeframe set.
    - The branch has not achieved the Performance Standards within the timeframe and no signs of improvement. Further action may be taken regarding the branch's charter.

Checklist for BC/Yukon Command Representatives

Flagging
Role: Zone Commander

- ☐ Review branch deficiencies and determine flagging status under the Branch Advisory Committee's mandate.
- ☐ Notify the branch executive and issue a formal letter outlining required corrective actions.
- ☐ Provide guidance, resources, and support to help the branch address deficiencies.
- ☐ Ensure the branch submits monthly financial statements and meeting minutes to BC/Yukon Command.
- ☐ Monitor progress and submit updated report to the Branch Advisory Committee.
- ☐ Communicate with branch executive to track corrective actions.
- ☐ If issues persist beyond the established timeframe, recommend escalation to Probationary Management.

Probationary Management
Role: Appointed Probationary Manager

- ☐ Review the branch's operational and financial status upon appointment.
- ☐ BC/Yukon Command will send out a notification letter to the branch to advise them of the oversight status.
- ☐ Reach out to the branch executive to introduce yourself. Develop and implement a corrective action plan tailored to the branch's needs.
- ☐ Ensure the branch submits monthly financial statements and meeting minutes to BC/Yukon Command.
- ☐ Provides hands on support and training to branch executive as needed.
- ☐ Document challenges and successes in periodic reports to BC/Yukon Command.
- ☐ If the branch fails to meet performance standards within the established timeframe, recommend escalation to trusteeship.