

**THE ROYAL CANADIAN LEGION ONTARIO COMMAND BRANCHES
AND LADIES AUXILIARIES CHARITABLE FOUNDATION**

Introduction

The Charitable Foundation was conceived and implemented as a Provincial initiative and remains a remarkable example of the good that can be achieved when the Branches and Ladies' Auxiliaries combine their efforts. Each and every year since its inception in 1981, the members and Directors of the Charitable Foundation review submissions and approve grants for medical equipment and research funding and approve grants to community medical facilities and organizations across the province. One would be hard pressed to find a hospital or non-profit nursing home within the boundaries of our Command that has not benefited from this program. The grants are made possible only through the untiring support of Legion Branches and Ladies' Auxiliaries. Since its inception, the Charitable Foundation has made grants well in excess of \$15 million to the various hospitals, health clinics, and homes for the aged and charities in the communities of Ontario..... What a remarkable achievement! Thank you to the Branches and Ladies' Auxiliaries of Ontario Command. Please visit www.on.legion.ca and choose the menu option Charitable Foundation on the home page for further information.

Officers' Roles and Responsibility

Committees

The Royal Canadian Legion Ontario Command Branches and Ladies Auxiliaries Charitable Foundation (known from here on as Charitable Foundation or Foundation) has a Finance Committee, a Sub Committee and a Committee of the Whole.

The Finance Committee members consist of the Foundation President, the Immediate Past Foundation President, the Provincial Command President, the Provincial Command 1st Vice President, the Honourary Treasurer, the Executive Director, the Assistant Executive Director and the Foundation Secretary.

The Sub-Committee includes the Members of the Finance Committee as well as three Directors from the Committee of the Whole appointed by the Foundation President.

The Committee of the Whole includes Members of the Sub-Committee as well as the President of the Ladies Auxiliary, the 1st Vice President of the Ladies Auxiliary, Bursary Committee Chair, and the rest of the District Charitable Foundation Directors who are not on the Sub-Committee. District Directors are in fact District Chairs appointed by their District Commanders as any other chairperson. The term Director comes from the CF By-Laws.

Foundation Meetings

The Foundation holds two meetings per year as well as an Annual General Meeting. The Finance and Sub-committee meetings are held together at the end of June. The Committee of the Whole is generally held on the Friday after Remembrance Day followed the next day by the Annual General Meeting. At these meetings, the submissions for grant approvals are reviewed and recommendations are made at the Sub-Committee meeting, then confirmed at the Committee of the Whole in November. Recommendations on grant approvals made at the June meeting are kept in the strictest confidence until the final decision is made at the November meeting.

GOALS OF THE DIRECTORS:

- Help find places that qualify
- Encourage submissions
- Encourage donations

Expense Policy

Expenses incurred by the Committee Members with regard to attendance at the June and/or November meeting of the Charitable Foundation are borne by Ontario Command, through the Charitable Foundation.

Ontario Command will pay for expenses of the District Directors to attend meetings related to their District responsibilities.

The Ladies Auxiliary is responsible for expenses incurred by their representatives to attend the November meeting.

Expenses incurred by Zone and Branch Chairs are at the expense of the Zone or Branch.

Manuals & Promotional Materials

Please visit www.on.legion.ca and choose the menu option Charitable Foundation on the home page for general information which includes the Guidelines, Terms of Reference and a listing of the last five years of grants awarded. Roles and Responsibilities of the Charitable Foundation Directors and Chairs can be found in the Ontario Command Officers' Manual on-line at www.on.legion.ca menu item Member Resources then Forms and Manuals then Legion Officer's Manual. The Charitable Foundation also has two promotional brochures. The first is a brochure that highlights the program guidelines and explains the process for applying. These brochures can be ordered at no cost from Ontario Command. The second is an "In Memoriam"

card that should be circulated to local funeral homes as it promotes the Foundation and provides a means to donate. This card is also available at no cost from Ontario Command.

OFFICERS' ROLES AND RESPONSIBILITIES

Foundation President

The Foundation President is appointed by the Command Provincial President. The Charitable Foundation President shall preside at all meeting of the members of the Foundation and of the Board of Directors. It is his/her responsibility to ensure the Guidelines for submissions, the Terms of Reference, the Charitable Foundation By-Laws and the Investment Policy are adhered to in cooperation with the Board of Directors. The Foundation President shall be authorized to sign on behalf of the Foundation. The Foundation President shall also be charged with the general management and supervision of the affairs and operations of the Foundation. The Foundation President shall review materials and statistics relating to the donations received for the bursary and charitable programs. The Foundation President with the assistance of the Command Executive Director and District Director, shall make the final decision on issues related to the approval or the decline of the Foundation awards, should the need arise due to extenuating circumstances. The Foundation President with the Ontario Command Executive Director or other officer appointed by the Board shall approve and sign all Foundation By-Laws. The Foundation President is a member of the Provincial Executive Committee (PEC), chairs the Annual General Meeting, reports at the annual PEC meeting and the biennial Provincial conventions.

District Directors

The District Directors, as appointed by their District, shall be members of the Provincial Charitable Foundation Committee.

The District Director shall be the main contact between their District and the Provincial Charitable Foundation Committee.

The District Director shall make a report at their respective District conventions and meeting as directed by the District Commander.

The District Director shall ensure that the Charitable Foundation is promoted by branches and zones in their areas and that those involved are familiar with the program as outlined on the Ontario Command website (www.on.legion.ca) and in the Ontario Command Legion on-line Officers' Manual. Enquiries from prospective applicants shall be referred to the website for the most up to date information and/or the Foundation Secretary at Ontario Command.

The District Director shall promote the Charitable Foundation program through seminars and reports at Convention to ensure continued support from branches and zones.

The District Director shall encourage Zone and Branch Chairs to seek out qualifying institutions to apply to the Charitable Foundation program, i.e. hospitals, not-for-profit homes, health clinics, homes for the aged and fire departments, etc.

The District Director shall contact Zone and Branch Chairs to ensure submissions for grants are completed precisely and accurately by providing the applicant with the guidelines regarding dates and timelines and provide assistance if required.

The District Director shall scrutinize all submissions received by Ontario Command which are sent out in May or June, to ensure they meet the Foundation guidelines.

The District Director shall never suggest a grant will be approved until it is approved by the Provincial Committee although they shall be a supporter of their District's submissions so long as they fall within the Terms of Reference.

The District Director shall ensure they advise prospective applicants that the deadlines are firm and they cannot speak on behalf of the applicant to make exceptions.

The District Director shall attend the Charitable Foundation meeting(s) in November prior to PEC to make informed final decisions regarding grant submissions.

The District Director shall represent their District at meetings. They shall come prepared to discuss the business of the meeting giving special consideration to the submissions for grants. They shall be especially familiar with the submissions from their own District so they can respond to any questions that may arise at the meetings.

The District Director shall notify the Zone and Branch Chairs if issues regarding the submission need to be resolved. The District Director shall assist the Foundation Secretary when additional information is needed prior to the submissions deadline date. They may work with the Zone and/or Branch Chair to ensure the institution receives a personal call or visit regarding questions about their submission.

The District Director will know from the meetings when a submission is approved. When a grant (i.e. Purchase Order has been received) from the Foundation is successful, the Foundation President, District Director and Branch President closest to the location of the organization, hospital etc., are copied. If unsuccessful, only the Foundation President and District Director are copied.

Zone Charitable Foundation Chair

The Zone Chair shall become familiar with the Charitable Foundation by attending any seminars and/or meetings as suggested by the District Director of Charitable Foundation. They shall also ensure they visit the Ontario Command website (www.on.legion.ca) to familiarize themselves with the Terms of Reference and Guidelines. The Roles and Responsibilities can also be found

on the website under menu item Member Resources then Forms and Manuals, then Legion Officer's Manual.

The Zone Chair, in cooperation with the Branch Charitable Foundation Chair, shall assist, if necessary, in preparations for the cheque presentation involving a photo opportunity which will include a representative of the Ladies Auxiliary.

The Zone Charitable Foundation Chair shall encourage Branch Chairs to seek out qualifying institutions to apply to the Charitable Foundation program, i.e. hospitals, not-for-profit homes, health clinics, homes for the aged and fire departments.

The Zone Chair shall seek out qualifying institutions to apply to the Charitable Foundation program, i.e. hospitals, not-for-profit homes, health clinics, homes for the aged and fire departments; in particular those institutions that do not fall within the jurisdiction of the local branches so that no institution is left out of the promotional efforts. Enquiries from prospective applicants shall be referred to the website (www.on.legion.ca) for the most up to date information.

The Zone Chair should never suggest that a grant will be approved until it is approved by the Provincial Committee of the Whole.

The Zone Chair shall ensure they advise prospective applicants that the deadlines are firm and they cannot speak on behalf of the applicant to make exceptions.

The Zone Chair shall ensure that In Memoriam cards are distributed to the funeral homes in their rural area that may not be covered by the branches. In Memoriam cards can be ordered from Ontario Command at no cost.

The Zone Chair shall follow the chain of command when looking for advice or information. If the District Director cannot help, Ontario Command will be able to help you.

Branch Charitable Foundation Chair

The Branch Chair shall become familiar with the Charitable Foundation by attending any seminars and/or meetings as suggested by the District Director of the Charitable Foundation. They shall also ensure they visit the Ontario Command website to familiarize themselves with the Terms of Reference and Guidelines as well as the Roles and Responsibilities of their office. (Please refer to information under Manuals and Promotional Materials on page 2 of this document.)

The Branch Chair shall encourage qualifying institutions to apply to the Charitable Foundation program, i.e. hospitals, not-for-profit homes, health clinics, homes for the aged and fire departments by providing them with the information brochure relative to the program and ensure copies are on hand for distribution. Copies are available from Ontario Command.

Enquiries from prospective applicants shall be referred to the website (www.on.legion.ca) for the most up to date information.

The Branch Chair (who is the most direct contact for an institution) should never suggest that a grant will be approved until it is approved by the Provincial Committee.

The Branch Chair shall ensure they advise prospective applicants that the deadlines are firm and they cannot speak on behalf of the applicant to make exceptions.

The Branch Chair, in cooperation with the Branch President, on receipt of the cheque shall organize a cheque presentation involving a photo opportunity which will include a representative of the Ladies Auxiliary. Kindly ensure the photo with caption is forwarded to the Legion Magazine through the Ontario Correspondent.

The Branch Chair shall ensure that the District Charitable Foundation Director is aware of the cheque presentation and should invite the District Director to be included in the presentation.

The Branch Chair shall ensure that In Memoriam cards are distributed to the funeral homes in their area for consideration of donation to the Charitable Foundation. In Memoriam cards can be ordered from Ontario Command at no cost.

The Branch Chair shall follow the chain of command when looking for advice or information and speak to their Zone CF Chair first. If your Zone CF Chair cannot help you please contact the District Director who will be able to help you.