

## **Your Goal as Branch Executive Member**

Your primary responsibility will be to take part in the governance of your Branch. As a member of Branch executive you will have a unique opportunity to influence the direction and the success of your Branch. The general body has placed their faith in you and the other members of the executive. There may be times when you will be called upon to bring new and innovative ideas to the Executive Committee. Discuss these goals or ideas with the Branch President and other members of the executive.

As well you will be asked to chair a standing committee. Given the standing committee you chair you should seek out other Branch members to help you as a “committee” to share the work load and provide a “think tank” for new ideas. Be sure to have all pertinent information available for discussion.

Use every tool at your disposal, glean knowledge from past committee members. Develop a successful standing committee and you will succeed. GOOD LUCK.

For a more detailed description of the duties and responsibilities of a Branch Executive Member please refer to one or more of the following:

The General By-Laws	700101
Ontario Command By-Laws	* E33101
The Legion Officers Manual	* E33102
Ladies Auxiliary By-Laws	* E33105
Ritual & Insignia Manual	700103
Rules of Procedure	700105
Membership Manual	700340
Honours and Awards	700214
Sports Guide	700249
Public Relations Manual	700315
Service Officers Handbook	700319
Chaplains Manual	700321
National Honours	700324
Real Property Development	800992
Poppy Manual	* 200134
Speakers Guide and Facts	* 200283
Legion Act to Incorporate	

The above are available from Dominion Command with the exception of those noted (\*) which are available only from Ontario Command. The information contained in this brochure is the property of The Royal Canadian Legion, Ontario Command and is intended for use by its members only.

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ROYAL  
CANADIAN LEGION

ONTARIO  
COMMAND

Training and Organizational  
Development Committee

Branch Officers Series

The  
Branch Executive Committee  
Member

## **Congratulations,**

on being elected to the Executive Committee of your Branch. You have accepted a most important position in your Branch. You will no doubt be asked by your Branch President to assume the chairmanship of a specific chair at Branch level.

This brochure has been designed to offer tips and ideas that will help to make your term as an Executive member a success. Please take time to read and discuss this information with your Branch President, or past Executive members of your Branch.

The information contained in this brochure is intended as an overview of your duties and responsibilities. On the back are listed the names and order numbers of various manuals which are available to you and your officers. It is most important that you take advantage of these manuals, specifically the ones that are pertinent to the committee you will be asked to chair.

**At Your Installation,** you were reminded of the importance of your position. Specifically the phrase “You, together with the other elected officers of Branch of the Royal Canadian Legion as directed by its general membership”.

You must remember at all times that the information that will come through your Executive chair will affect the well being of your specific committee as well as the well being of your Branch. You must remember that you are not alone; you can and should take advantage of your fellow officers. Work with your fellow Executive Committee members to better develop an

effective and cohesive Executive Committee

You have an opportunity to affect the future of your Branch by ensuring that you are an integral part of your Branch Executive Committee.

### **From the Ontario Officers Manual,**

“An Executive member is by virtue of his office, expected to accept an appointment as a Committee Chairman”.

As an Executive Committee member of your Branch you may on occasion deal with other organizations or the public concerning matters relevant to your expertise. While acting as an Executive member with the public or other organizations you must remember that you will be the representative of your Branch at that time.

### **Your duties to your Branch.**

The previous sections have outlined many of the important duties and responsibilities you will encounter within your term.

In assuming a standing chair at your Branch you will also assume responsibility for ensuring that the chair you hold is successful. Remember for many, particularly new members, the fact that you are a Branch Executive member will mean that you are a senior member of your Branch.

Your committee can help with the work load and provide an excellent learning opportunity for members of your committee. New ideas and unique ways should not be overlooked. Be sure to include them in meetings and support their ideas when appropriate.

You have a unique opportunity and responsibility to teach future leaders who will be able to assume Executive Committee positions thereby ensuring the future of your Branch.

### **Your duties to your Zone.**

As an Executive Committee member of your Branch holding a standing chair you must ensure that a report of your committee's activities within your Branch are reported to the respective Zone chairman at the appropriate time.

You must ensure that your reports paint a clear picture of your Branch's progress regarding your committee. You, as an Executive Committee member should attend all Zone meetings.

### **Your duties to your District.**

Attendance at all District Conventions will help you to gain an understanding of another level of Legion. Further you will be able to compare your chair's success or failure with other Branches on a larger scale and perhaps gain some valuable knowledge to bring back to your committee.

District conventions also provide an opportunity for you to meet senior elected officers of several levels of Legion, including Provincial Command. You may wish to introduce yourself. They are there to assist and will often do so when asked. Limit your time so as to provide an opportunity for others.