

meetings. Often the Secretary will take part in typing the report for the President. In some cases the Secretary may be asked to assist in the actual writing of the report.

Additionally you may be asked to attend as a delegate. On rare occasions you may be asked to assist should the zone secretary be unable. Both are great opportunities to serve and increase your knowledge of Legion.

Your duties to your District.

Much of what is included under the heading of "Duties to your Zone" will also apply here, with the possible exception of reports. Ask your President if a report will be needed and should one be required, if your help will be necessary.

Your Goal as Branch Secretary.

At first you may feel like you have two left feet. Take time to get to know the officers of your Branch. Offer to help, but don't feel rejected or disappointed if they decline.

Be careful when making changes. You may be comfortable doing things your way, while the Branch may have other methods. Over time opportunity may allow for change. Offer your ideas to the President or another officer. Their guidance will help. Likewise if you experience problems of any sort do not hesitate to bring them to the attention of the President.

Use every tool at your disposal, remain impartial, seek input from your fellow officers, guidance when needed and you will succeed. **GOOD LUCK.**

For a more detailed description of your duties and responsibilities as a Branch Secretary please refer to one or more of the following:

The General By-Laws	700101
Ontario Command By-Laws	* E33101
The Legion Officers Manual	* E33102
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.

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ROYAL
CANADIAN LEGION

ONTARIO
COMMAND

Training and Organizational
Development Committee

Branch Officers Series

The
Branch Secretary

Congratulations,

On being elected / appointed Secretary of your Branch.

This brochure has been designed to offer tips and ideas that will help to make your term a success. Please take time to read and discuss this information with a former Branch secretary, The President or a Past President. Their experience and guidance will be of great value during this term. Many Branches do have particular ways of keeping records; you will want to familiarize yourself with the methods currently used by 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.

At Your Installation,

You were informed of the need for you to attend all Regular, Executive and Special Meetings of the Branch and that it is your duty to keep a complete and accurate account of the business transacted.

You were further informed that your record of the proceedings will be the only record available for future reference and that all correspondence should be brought immediately to the attention of the Branch president or other appropriate officer.

From the Ontario Officers' Manual,

The Branch secretary is described as the scribe, the organizer and the co-ordinator of the Branch. This manual offers many great ideas and along with the General and Ontario By-laws should be thought of as

one of the most important tools provided to you. Review them frequently. Over time you will find yourself ready and able to perform the duties of your office and will be equally important to your Branch and its officers.

Your duties to your Branch.

Anyone who has spent time as a Branch secretary will likely tell you that there is no better way to learn how Legion and your Branch works, than by serving in this important role. Your knowledge of by-law, procedure and policy will be invaluable and will be appreciated by all, particularly the President.

In the days leading up to the next scheduled meeting you will need to have the minutes of all preceding meetings completed. Minutes of those meetings to be considered, should be posted or copied as needed prior to the meeting. Be sure to have the master copy of all minutes signed by the President and yourself following approval by the membership.

Prior to the meeting be sure to have everything you will need to begin. Pens, paper, copies of minutes, agenda, correspondence, recorder, tapes, etc., should be on hand. Meetings should not be delayed unnecessarily. You may wish to prepare a checklist to help you.

While it has long been the responsibility of the President or Meeting Chairman to set the agenda for an upcoming meeting, the secretary can play an important role. You may wish to give a copy of the minutes to the Meeting Chairman and/or President several days prior to the meeting. This will

allow them to review and prepare for their part in the meeting.

The task of recording the minutes during a meeting, especially by hand, can seem difficult when you first begin. Don't be afraid to ask the Chairman to slow down, to have the Chairman request the members to speak up, remember you can't record what you can't hear or understand. Soon you will develop the skills needed to do the job efficiently.

The receipt and disposition of all correspondence is also a part of your duties. Some Branches ask that correspondence received in the name of the Poppy Chairman, Membership Chairman or Veterans Service Officer should be delivered unopened for reasons of confidentiality. All correspondence destined for a Branch meeting should be reviewed prior, noting any pertinent sections. This will help to speed up the review of correspondence at the meeting.

Ordering office supplies, manuals, bylaws may also be the responsibility of the Secretary. It is suggested that you keep a detailed record of all items ordered, indicating who made the request, the quantity, amounts and recipient of the products ordered. Be sure that policy is followed prior to placing an order.

Your duties to your Zone.

While the Branch Secretary has few if any direct responsibilities to the Zone, you can be important to the President in their preparations for an upcoming Zone Meeting. Presidents are regularly expected to give reports while attending zone