

APPENDIX 1 DUTIES OF BRANCH OFFICERS AND DIRECTORS

BRANCH PRESIDENT - provides leadership and manages the affairs of Branch BC05 by activities such as :

- a. reviewing Branch financials – is budget accurate and appropriate?
Are contracts signed within established criteria? ;
- b. reviewing human resources – can we attract and maintain volunteers needed to operate the branch? Is there a succession plan for executive positions? ;
- c. ensuring time management is tracking goals – delegate responsibilities appropriately among branch directors and coordinate their activities; ensure Member requests are answered in a timely and manner ;
- d. ensuring technical requirements are operating efficiently ;
- e. informing Branch members of the Association’s national and provincial activities ;
- f. encouraging Branch input into National policy development ;
- g. ensuring volunteers are educated about their roles within the branch ;
- h. identifying, building and maintaining relationships with established affiliate and non-affiliated entities such as government, non-affiliated organizations and prospective members ; and
- i. developing Branch and media relations policies at branch level.

VICE-PRESIDENT - is usually filled by an Officer “in training” for Branch President and “assessment” by the membership.

The “Past President” - serves as an advisor to the Branch Executive. He/she can have such other duties and powers as the President and Executive of the Branch may specify.

BRANCH SECRETARY -

- a. Reports directly to the Branch President.
- b. Maintains the most recent Association “Administrative Guidelines for Branches” ; Branch BC05’s “Bylaws, Policies & Procedures”, Regulations and

Guidelines in a binder for easy access. This can be used as a reference source and governance for meetings.

- c. Documents that the Secretary no-longer needs are usually transferred to the Historian who either Archives or destroys them.

BRANCH TREASURER -

- a. Reports directly to the Branch President.
- b. Maintains frequent contact with the other Branch Officers, and Directors responsible for Membership, Databases, Programs, and Branch Newsletter.
- c. Directly assists the President and Financial Review Committee with the preparation of many financial Reports for submission to the Branch AGM and the National office.

Director-of “Membership” -

- a. Ensures usage, preparation and distribution of recruitment packages. Maintains, signs and distributes “Branch Welcome Letter” as required.
- b. Ensures distribution of membership cards, new member welcome kits, clear communication of membership benefits and services, and membership retention.
- c. Establishes and maintain contacts with local federal government, CF/RCMP offices. Contacts are in person whenever possible or alternatively by mail.
- d. Seeks to obtain names of retired or retiring employees of the Public Service, CF and RCMP in order to contact and supply potential members with Association literature or application forms.
- e. Seeks opportunities to attend retirement planning seminars held locally to make presentations for the Association.
- f. Produces reports of Branch membership activity and status for the Association, and for Branch meetings and newsletters.
- g. Seeks opportunities to display Association literature and posters regarding Branch BC05 meetings, social events and news in all federal government office buildings, local Legion halls and Seniors’ Centres.
- h. Maintains the list of Branch volunteers (phoners, phoner-captains, etc.).

Director-of-Branch “Databases” -

- a. Maintains membership databases, e.g., the central Association database (currently WMS) and any local, Branch-specific databases that may be needed.
- b. Stays current on the above databases by maintaining familiarity with their programs as they evolve to meet Association/Branch needs.
- c. Trains other members to use the databases if required by Branch duties.
- d. Produces database outputs (digital or hardcopy as required), such as :
 - membership lists specific to individual Board members,
 - master phoner and phone-captain lists to the Telephone Director,
 - billing invoices for members on Fees to the Treasurer,
 - area-specific address lists to the card persons,
 - mailing labels and addressed envelopes as needed,
 - mailing lists for the hardcopy newsletter to the distributor, and
 - ‘lost contacts’ lists to Board members ;
- e. Assists the Membership Director preparing membership reports.
- f. Each quarter, receives the completed lists from Branch phoners and collate/ disseminate this information to the Branch Executive and updates the databases.

Director of “Programs” -

- a. Assists the Branch Executive to format an annual calendar of “Target Dates” and Branch Events.
- b. Arranges meeting facilities and catering for Branch meetings and events as identified by the Branch Executive of Branch BC05.
- c. Arranges and signs contracts for these Branch functions within the Budget by negotiating for best rates of meals, meeting rooms, etc., thus building a network of facilities capable of handling the requirements of Branch BC05.
- d. Advises of progress via reports to each meeting and for inclusion of venues and arrangements in Branch newsletters and websites.
- e. Coordinates with Telephone and Registration Directors, and Branch Treasurer re attendance at meetings and luncheons, arrange for volunteers at these venues to accept registration and Charges (door management), transfer of these monies to the Treasurer, record names of members not honoring their reservations, and follow procedures in Appendix 6 to collected the delinquent Charges.
- f. Arranges for payment of funds to service providers.

Directors (HBO) responsible for estate issues and health benefits -

- a. Becomes knowledgeable of members benefits and advise and assist them.
- b. Be available to advise relatives of Members who were annuitants, on matters relating to survivors' benefits.
- c. Reports significant and/or unusual issues facing members regarding benefit plans (PSHCP, PDSP, etc.) to the Branch Executive, GMs and National office.

Director of "Telephoning" -

- a. Recruits volunteers as phoners and phoner-captains to contact members.
- b. Keeps the Database Director informed of these volunteers & their training.
- c. Coordinates the flow of information among phoner-captains and phoners ensuring early notification to members of Branch meetings and functions.
- d. Provides Director of Registration with member's names (gathered by phoners) that will attend Branch GMs and Event/functions.
- e. Coordinates other activities with Directors of Membership and Programs.

Director responsible for the "Branch Newsletter" -

- a. Prepares and produces a newsletter prior to each Branch meeting for approval by Branch Officers and arranges for its distribution to Members.
- b. Amends and maintains Branch BC05's website to ensure up-to-date and accurate information for the membership.

Director responsible for "Communication" -

- a. Contacts local news media (newspaper, television and radio) to inform about Branch activities and extend invitations where appropriate. Adheres to Association Communication policies when media contacts are made.
- b. Provides advisories or news releases to media as required.
- c. Informs attendees at retirement seminars about the Association.

Director responsible for "Guest Speakers" - at Branch Events shall identify them for approval by the Branch Executive ; send formal invitations, arrange presentation needs, and communicate info and bios about the speakers through the Branch Newsletters ; and formally thank the speakers on behalf of Branch BC05.

Director designated as “Historian” - shall maintain Branch Archives in Paper and Electronic forms ; collect old documents from members and Branch Executive ; and then vet, and archive or destroy (unwanted) these documents.

Director for “Registration” -

- a. Gathers attendee information for Branch BC05 GMs and Event/functions from Telephone Director and volunteers.
- b. Consolidates the information into an alphabetical list (noting previous unwarranted absentees, new members, award recipients, guests, and members with delinquent Charges), keeping the list updated until the meeting (2-weeks).
- c. Provides attendee lists for Director of Programs and summarize information for the Branch Executive.
- d. Coordinates all updates of meeting lists with the Director of Programs.
- e. Reports attendance/comment information at next Executive meeting.
- f. Updates listing of absentee members with information obtained from the Branch Treasurer and Director of Programs.

Director of “Awards” - shall prepare annually a list of Award candidates using the criteria in Appendix 4 for approval by the Branch Executive of Branch BC05 ; and print, prepare and frame these awards for the President to present at Branch Meetings.

Other Directors as required ; At-Large (to assist HBO), Chair Committees, or to assist other Director positions.

The President or Branch Executive shall assign duties to and appoint Chairpersons of any Branch BC05 Committees.