

2. Duties of Directors

Director of "Advocacy"

- a) chairs the Branch Advocacy Committee.
- b) with the approval of the Branch Executive, engages in Branch advocacy initiatives that are consistent with and supportive of the Association's advocacy position and priorities.
- c) advocates the Association's federal advocacy position and priorities to the relevant orders of government within the Branch's boundaries.
- d) liaises and maintains regular contact with the Provincial Advocacy Program Officer.
- e) liaises with other Branches on their advocacy activities.
- f) reports to the Branch Executive and Branch members on the Association's advocacy priorities and the Branch's advocacy initiatives.

Director of "Membership"

- a) maintains, signs, and distributes "Branch Welcome Letter" as required.
- b) produces reports of Branch membership activity and status for the Association, and for Branch meetings and newsletters.
- c) maintains the list of Branch volunteers (Phoners, Phone Captains, etc.).
- d) maintains membership databases, e.g., the central Association database (currently Client Reporting Module CRM) and any local, Branch-specific information systems (Excel, Word, Access) that may be needed.

- e) stays current on the Branch information systems and CRM database, by maintaining familiarity with their programs as they evolve to meet Association/Branch needs.
- f) trains other members to use the Branch information systems and CRM databases if required by Branch duties.
- g) produces information system and CRM database outputs (digital or hardcopy as required), such as:
 - membership lists specific to individual Branch Executive members.
 - master lists of Phoner and Phone Captains to the Director of Telephoning.
 - area-specific address lists to the card persons.
 - mailing labels and addressed envelopes as needed.
 - mailing lists for the hardcopy newsletter to the distributor.
- h) lost contacts list to Branch Executive members and Newsletter as required.
- i) after each General Meeting, receives the completed lists from Branch Phoners and collates and disseminates this information to the Branch Executive and updates the telephone information reporting system (Excel). Continues to maintain the telephone information system for changes in between General Meetings.

Director of “Telephoning”

- a) ensures that the Directors of Membership and Registration are informed of volunteers and their training.
- b) works with Director of Membership to ensure Phoners and Phone Captains are up to date on training and regarding current practices.

- c) confirms with all Phone Captains that all phone lists are covered if a Phoner is unavailable to perform assigned tasks.
- d) informs the Director of Membership of any changes to phone volunteers and Phone Captains.

Director of “Programs and Guest Speakers”

- a) arranges meeting facilities and catering for Branch meetings and events as identified by the Branch Executive.
- b) 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.
- c) advises of progress via reports to each meeting and for inclusion of venues and arrangements in Branch Newsletters and Websites.
- d) arranges for payment of funds to service providers.
- e) identifies guest speakers for Branch events for approval by the Branch Executive.
- f) sends formal invitations, arranges presentation needs, and communicates information and biographical material about the speakers through the Branch newsletters.
- g) formally thanks the speakers on behalf of Branch BC05.

Director responsible for the “Branch Newsletter and Websites”

- a) prepares and produces a newsletter prior to each Branch meeting for approval by Branch Executive and arranges for its distribution to members.
- b) amends and maintains Branch BC05’s websites to ensure up-to-date and accurate information for the membership.

Director responsible for “Communications”

- 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.
- d) establishes and maintain contacts with local federal government, Canadian Forces (CF) and Royal Canadian Mounted Police (RCMP) offices. Contacts are in person whenever possible or alternatively by mail.
- e) seeks to obtain names of retired or retiring employees of the Public Service of Canada, CF, RCMP, Federally appointed Judiciary and other Federal Agencies or bodies to contact and supply potential members with Association literature or application forms.
- f) ensures attendance at retirement planning seminars held locally to make presentations for the Association.
- 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.

Directors for “Health and Benefits”

- a) becomes knowledgeable of members benefits to advise and assist the members.
- b) be available to advise relatives of Members who were annuitants, on matters relating to survivors' benefits.

- c) reports significant or unusual issues facing members regarding benefit plans such as the Public Service Health Care Plan (PSHCP) , Pensioners' Dental Services Plan (PDSP), etc. to the Branch Executive, GMs, and National Office.

Director for “Registration”

- a) gathers attendee information for Branch BC05 GMs and Event and functions from Director of Telephoning and volunteers.
- b) consolidates the information into an alphabetical list (noting previous absentees, new members, award recipients, guests, and members with overdue Charges), keeping the list updated until the meeting (2 weeks).
- c) provides attendee lists for Director of Programs and summarizes information for the Branch Executive.
- d) coordinates all updates of meeting lists with the Director of Programs.
- e) reports attendance and information from Phoners at next Executive Meeting.
- f) updates listing of absentee members with information obtained from the Branch Treasurer and Director of Programs.
- g) coordinates with Director of Telephoning and Branch Treasurer regarding attendance at meetings and luncheons, arranging for volunteers at these venues to accept registration and Charges (door management), transfers monies collected to the Branch Treasurer, and record names of members not honoring their reservations.

Director of “Awards and Historian”

- a) prepares annually a list of Award candidates using the criteria approved by the Branch Executive.
- b) prints, prepares, and frames awards for the President to present at Branch Meetings.
- c) maintains Branch Archives in Paper and Electronic forms.
- d) collects old documents from members and Branch Executive.
- e) vets and archives or destroys (unwanted) these documents.

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