

## **1. Duties of Branch Officers**

### **Branch President**

**Role:** As the head of the Branch Executive, the President provides leadership to the Executive, ensuring effective Branch management through: governance, financial planning and management, delivery of member support, local advocacy activities and being informed on organizational matters.

**Appointment Process:** Nominations are put forward by the Nomination Process. Presidents are elected by the membership at the Branch Annual General Meeting or appointed by the other directors depending on the requirements of the Branch Bylaws.

**Term:** The Branch President's term is set out in the Branch Bylaws.

### **Activities:**

#### **The Branch President is responsible for the following:**

- a) chairs Branch Executive meetings and prepares Executive's agenda with input from Executive members.
- b) chairs Branch members' meetings and prepares the annual agenda with content as required in the Branch Bylaws.
- c) provides leadership to the Branch and encourages Executive members to participate in meetings and activities.
- d) evaluates the effectiveness of the Executive's decision-making process
- e) ensures Committee members are appointed.
- f) onboards and orients Executive members and committee chairpersons of the Executive.
- g) develops and/or leads the succession planning process for members of the Branch Executive and other volunteers.
- h) represents the Branch at the national AMM.

**Responsible for ensuring that the Branch is compliant with the National By-laws and Association policies including:**

- a) ensures Branch Bylaws and any subsequent amendments are submitted for review by the Association's National Office and approval by the Association's National Board of Directors.
- b) assures the collection of membership dues from a member of the Branch who has not authorized dues deduction at source and remits the national operations portion of these dues to the Chief Executive Officer on a quarterly basis.
- c) provide to the Association's National Office:
  - i. a copy of the Minutes of the Branch AGM, signed by the President.
  - ii. the reviewed Branch financial statements for the year as reported at the Branch AGM, including a statement identifying the Branch financial accounts and the institutions where they are held.

**Other responsibilities of the Branch President include the following:**

- a) signs contracts, within nationally delegated signing authority, on behalf of the Branch.
- b) delegates responsibilities appropriately among members of the Executive and appointed volunteers.
- c) coordinates the activities of the Executive and volunteers.
- d) represents the Branch and Association at inter-branch meetings, meetings with local media and community activities.

- e) maintains effective contact with the members, district directors, their designated support volunteers, other Branches, and National Office.
- f) find two volunteers for annual financial review of Branch annual report.

**General Expectations:**

- a) respects and follows all National By-laws, Regulations, and directives, including the Code of Conduct and Branch Bylaws.
- b) supervises and mentors key volunteer roles.
- c) before vacating the President position, assists in recruiting and training a successor.
- d) participates in National Office training and information sessions.

**Skills and Competencies:**

- a) strong leadership skills.
- b) governance knowledge.
- c) knowledge of best practices in volunteer management and engagement.
- d) mentoring skills.
- e) ability to deliver presentations.
- f) excellent interpersonal and communication skills.
- g) excellent organizational and time management skills.

## **Vice-President**

- a) shall assume the duties of the President in the event of the President's absence, disability, or refusal to act.
- b) shall have such other duties and powers as the Branch Executive may specify.

## **Past President**

- a) serves as an advisor to the Branch Executive and shall exercise and carry out other such other duties and powers as the President and Executive of the Branch may specify.
- b) the Past President position is filled annually at the invitation and approval of Branch Officers and Directors after an Annual General Meeting.
- c) position has full voting powers and privileges.
- d) assists the Branch Executive to develop an annual calendar of "Target Dates" and Branch Events.
- e) chairs the Nominating Committee.

## **Branch Secretary**

- a) reports directly to the Branch President.
- b) maintains all Association documents related to Branch BC05's "Bylaws, Policies and Procedures" in a binder for easy access. This can be used as a reference source and governance for meetings.
- c) records minutes at all Branch and Branch Executive meetings.
- d) signs the minutes and present them to the President as soon as practicable.

- e) ensures the collection of all Branch correspondence and picking up mail from Branch postal box (located in Lantzville).
- f) liaises with administrations at regular Executive meeting location (presently St Philip by-the-Sea Anglican Church Lantzville), i.e. Changing dates times and costs.
- g) transfers documents that the Secretary no longer needs to the Historian for archiving or destruction.

### **Branch Treasurer**

- a) reports directly to the Branch President.
- b) maintains frequent contact with the other Branch Officers, and Directors.
- 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.
- d) arranges a list of Branch Executive members granted "Signing Authority" for Branch BC05 by the Branch Executive.
- e) pays approved Branch expenditures and disbursements with cheques signed by two of the members granted signing authority.
- f) liaises with the Financial Review Committee to produce its annual report.
- g) maintains a record of Branch-held property.
- h) ensures that the Branch is compliant with British Columbia Gaming rules and regulations regarding 50/50 draws.
- i) maintains accounts in an appropriate financial institution in which Branch funds will be held, and a Postal Box as the Branch mailing address.
- j) deposits and has custody of branch funds.

## **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.