

## **5.D Duties of Branch Officers**

### **5.D.1** The Branch President shall:

- a. as chair, call and chair Branch Executive meetings and Branch General Meetings. In the absence of the President, the meeting shall be chaired by the next senior Officer available, as listed in Branch Bylaw 5.A.1;
- b. serve as the chief spokesperson of the Branch and at National, Regional, and Branch Meetings of members;
- c. ensure copies of approved Branch AGM minutes and the “Financial Review Committee” report are submitted to National office by May 15<sup>th</sup> each year;
- d. request verbal or written Reports from Branch Officers and Directors as required; and
- e. have such other duties and powers as the Branch Executive may specify.

### **5.D.2** The Branch Vice-President shall:

- a. assume the President’s duties in the event of the President’s absence, disability, or refusal to act. The Vice-President shall have such other duties and powers as the Branch Executive may specify; and
- b. if the President is incapacitated or leaves office, assume the Presidents duties until the next Branch AGM, where an election will be held either to complete the presidential term of office if an even-numbered year or to begin a new two-year term if an odd-numbered year.

### **5.D.3** The Branch Secretary shall:

- a. prepare, record, and maintain the Minutes of meetings of Branch Members and meetings of the Branch Executive;
- b. control Branch administrative activities if a need arises;
- c. be charged with the safe-keeping of Minutes in both a digital and paper formatted “Minutes Files” that includes any approved amendments;
- d. be responsible for all general Branch correspondence and mail;
- e. copy documents for mailing and for distribution at Branch meetings;
- f. maintain an updated version of Association “Administrative Guidelines for Branches”; and
- g. order and distribute Branch stationery and supplies.

### **5.D.4** The Branch Treasurer shall:

- a. keep the financial accounts of the Branch and exercise primary signing authority for expenditures;
- b. at each AGM the Treasurer shall submit a report of the Branch finances for the previous fiscal year and a Budget forecast for the next fiscal period;
- c. prepare financial reports for each Branch Executive and Branch meeting;

**5.D.4 The Branch Treasurer shall - continued:**

d. maintain and report contents of and expenditures from all “Branch Reserve Funds” to the Branch Executive, Finance Committee, and AGM; and

e. each year, request a Certificate of Insurance from the Association National office.

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