

## **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.