

**DUTIES
Of
League Branch
Members**

The President

He/she is responsible for the supervision and administration of the affairs of the League as follows:

- ❖ Ensure policies decided by the League are carried out;
- ❖ Preside over all meetings of the League and Executive Committee;
- ❖ Represent the League at National Meetings and any other functions as required by the members; and
- ❖ Visit Corps and Sponsoring Committees.

The Senior Vice President

He/she will represent the League as Senior Member (Leader) in all activities when the President is not in attendance and assume the roll as President in the absence of the President.

The Vice-Presidents

- ❖ They are responsible for their respective areas;
- ❖ Shall ensure policies of the League are implemented;
- ❖ Shall perform such duties or exercise such powers as may from time to time be prescribed by the League;
- ❖ Shall be available to represent the president in his absence; and
- ❖ Report on activities of their region at meetings.

Vice President (CIC)

Following election at the Annual General Meeting of the Army Cadet League of Canada (Newfoundland & Labrador Branch), or through appointment to a vacant position on an acting basis by the President and the Executive Committee until the next Annual General Meeting, the Vice-President **CIC** may:

- Attend regular Executive Committee meetings of the League;
- Consult, assist and provide advice to **CIC** Directors serving on the League's Executive Committee;
- Advise, recommend or provide guidance to the League on general matters concerning the Army Cadet Program;
- Assist the League in the development and administration of cadet award programs;
- Chair special interest committees which may be established by the Executive Committee from time to time;
- Help maintain a channel of communication among army cadet corps commanding officers and sponsoring committees, the Cadet Detachment Commander, Area Cadet Officer and the Executive Committee;
- Represent the President at Army Cadet functions, e.g., annual ceremonial reviews, special parades, parent/cadet banquets, make presentations of awards, speak on behalf of the League and army cadet program, etc, and
- Perform any other such duties as the President and Executive Committee may feel are appropriate for the Vice-President **CIC** to deal with within the framework and responsibilities of the Army Cadet League.

Directors (CIC)

Following election at the Annual General Meeting of the Army Cadet League of Canada (Newfoundland & Labrador), or through appointment on an acting basis until the next AGM by the President and the Executive Committee to a vacant position, the Director (CIC) may:

- Attend regular Executive Committee meetings of the League;
- Advise, recommend or provide guidance to the League on general matters concerning the army cadet program;
- Assist the League in development of its cadet award programs;
- Represent the President at Army Cadet functions, e.g., annual ceremonial reviews, special parades, parent/cadet banquets, make presentations of awards, speak on behalf of League, etc.; and
- Perform any other such duties as the President may feel are appropriate for the CIC Director to deal with within the framework and responsibilities of the Army Cadet League.

The Secretary

- ❖ Record, copy and distribute minutes of all Executive Meetings and other meetings as required;
- ❖ Maintain a file system;
- ❖ Maintain up-to-date list of League members' contact information;
- ❖ Assist the president in preparing the agenda and reports;
- ❖ Draft correspondence for distribution as required;
- ❖ Prepare paperwork and agenda for AGM; and
- ❖ Any other duties as required.

The Treasurer

- ❖ Maintain an accurate ledger of all financial transactions of the League;
- ❖ Maintain a bank account where all League income is deposited and issue cheques for all approved expenditures; (require two signatures);
- ❖ The fiscal year of the Branch shall commence 01 September and end 31 August each year or such other period of time that is determined by the Branch;
- ❖ At the end of year prepare an audited financial statement for League and AGM; and
- ❖ Carry out such other duties as are prescribed by the executive committee from time to time.
- ❖ Complete reports to CRA regards Non profit status of League
- ❖ Present Treasurers report at League meetings
- ❖

LEAGUE REGIONAL CIVILIAN POSITIONS

INTRODUCTION

The Army Cadet League of Canada (Newfoundland and Labrador) organizational structure and its by-laws are designed to reinforce the relationship between the four Regions and the Provincial Executive Committee. The Regional Vice Presidents' and Directors' participation and interest in local affairs of the Army Cadet Program should be reflected in the decision-making process and policy development at the Provincial level.

Regional Vice-Presidents (Civilian)

The Regional Vice Presidents are members of the League's Executive Committee and they participate in the management, decision-making and policy development of the League. Their responsibilities are:

- **Actively** serve as a member of the Branch Executive Committee through the usual forms of communication with the President and with the Cadet Corps Commanding Officers in the regions they represent;
- Consult regularly with the Branch President on matters concerning the administration of the Army Cadet Program and League;
- Represent the Branch President at local events, Annual Ceremonial Reviews and competitions involving the Army Cadets Program;
- Consult with the Branch President on policy development for army cadet or League activities within their Region;
- **Participate in Branch Standing and Special Committees;**
- Assist the Branch President in investigating and solving problems that may occur in their respective regions. Assist when conflicts occur or provide counseling and advice when requested;
- Maintain channels of communication between the Branch President, Sponsoring Committee, Corps Commanding Officers and the Area Cadet Officer (L);
- **Assist Branch President when required in the selection of army cadets for special awards, exchanges and special training; and**
- Work with the Branch President on policies affecting the conduct of army cadet training, i.e. CHAPS, insurance programs, etc.

Regional Directors (Civilian)

The Branch Executive Committee includes those elected to positions as Directors, Civilian and **Cadet Instructor Cadre Officer**. The main area of responsibility for individuals who serve in these capacities is to assist the Regional Vice Presidents in carrying out their duties under the Terms of Reference for their position. They include:

- Consult regularly with Regional Vice-Presidents on matters concerning the administration of the Army Cadet Program and the Army Cadet league of Canada;
- Attend meetings called by the Regional Vice-President;
- Provide advice to the Regional Vice-President on the matter of army cadet training and administration policy; and
- Represent the Regional Vice-President or Branch President when necessary at Cadet functions, Annual Ceremonial Reviews, local meetings with Sponsoring Committee or other activities where a representative of the Army Cadet League of Canada (Newfoundland and Labrador) is required.