

NAVY LEAGUE OF CANADA- KANATA BRANCH

Parent Hand Book



Positions within the Navy League Branch

President	Vice-President
Past President	Treasurer
Secretary	Fundraiser Coordinator
Tag Day Coordinator	Web Designer
Volunteer Coordinator	Awards Coordinator
Canteen Coordinator	Members at Large

What is the Navy League of Canada-Kanata Branch and how does it work?

As a parent or family member of a cadet you most likely have heard the term “The Branch or Navy League” and wondered just what they were talking about. Let us “The Branch” try to explain to you what we are all about.

The Navy League Kanata Branch is a private entity and a local branch of the national organization- Navy League of Canada that partners with the Department of National Defense (DND) to support sea cadets. The Branch is comprised of a group of individuals who are generally parents or family members of a cadet or others from the community. The Branch is made up completely of volunteers who like most of you offer up their free time to help the cadet program and the youth of our communities. Again, they are strictly volunteers.

The Branch’s responsibility is to ensure the Sea Cadets have a place to train, much like the building we are in today, as well as promote the corps’ welfare through fundraising and support. Along with that, the Branch takes care of the usual maintenance expenses for the Ship’s office. We are fortunate to have Connaught Range provide the drill hall and classrooms.

DND supplies the uniforms, pays for the on-water training, transportation, band supplies, summer camps, internet and phone services. The Branch generally pays for these items up front and submits the receipts for reimbursement. We rely on fundraising events such as tag days, used book sales, bottle drives, chocolate bar sales etc. to pay for special items and activities not covered by DND. We are also a registered charity and can receive private donations from various sources including the Royal Canadian Legion for assisting in their poppy sales.

Our volunteers give of themselves greatly, but as we know many hands make for light work. Parents can help by supervising at tag days, providing items like used books for

fundraising events and driving cadets to practices for competitions, contributing food for the annual ceremonial review or volunteering your time and talents as required. No matter your occupation, the more input we have, the better the ideas that can be brought forward. The work the current Branch does is greatly appreciated by the corps. Again, there are only a small number of people on the Branch executive to do many jobs. It is always good for parents to know how things work and to possibly have a say in what their children have taken an interest in so you are encouraged to get involved either on the committee or as a volunteer at large.

The local Branch meets every second Tuesday of the month during the training year. The meeting begins at 6:45 p.m. and will finish up not later than 9:00 p.m. Branch members have a voice at the meeting and vote on motions. Parent visitors are always welcome to join the meeting. Come out and support the Navy League of Canada – Kanata Branch to support Centurion Sea Cadets.

Volunteers and Donations

Do you have a special trade or talent? Are you able to help out with the repairs and maintenance of the building? Can you supply donations for raffles, special awards for the cadets? Even if you are able to help on rare occasions, please sign up! The more volunteers we have, the better. We have frequently in the past had to rely on the same parents over and over again. It would be nice to be able to spread the workload and you just might have some fun!! We are also grateful for any donations we receive to help us offset the costs of maintaining our corps so if you know of any businesses or groups who may be interested to support us please let us know. We can also make great use of your Canadian Tire money. Please speak with the President or one of our other members if you have questions or ideas.

Positions and Responsibilities

President

- Chairs meetings;
- Sign off any and letters or forms required to be sent out to businesses, organizations or parents, etc.;
- To handle any concerns or complaints from parents, officers, the community or businesses and/or forward them on to the appropriate person;
- Responsible for assigning a Member to chair the organization of special events (Welcome back BBQ, AGM, ACR, etc.);
- Attend and take part in the Annual Ceremonial Review;
- Approve any new volunteer applications
- Directs all League activities;
- Communicates with outside organizations;
- Designate a stand in for the president in their absence.

Vice-President

- Assist the President when required;
- Passes on any communication from the Corps to the League;
- Assists with any events where required;

Treasurer

- Responsible for financial records for the Branch
- Responsible for the collection and deposit of any monies related to the day to day operation of the Branch and for any fundraisers;
- Responsible for any related business pertaining to the bank;
- Be able to provide an accurate account of all monies to the Branch;
- Provide monthly and annual financial report to the Branch;
- Prepare cheques for any payout required for billing or reimbursement.

Secretary

- Be available at meeting to take notes and record minutes;
- Provide copies of the previous meeting minutes to the Branch;
- Prepare the agenda for the next monthly meeting.

Fundraiser Coordinator

- Keep an accurate record of all the contacts made for any fundraising;
- Present fundraising ideas to the Branch and Corps;
- Approach businesses for donations or services
- Responsible for requesting a Certificate of Appreciation and letter for businesses or organizations that provided any donations;
- Spearhead and delegate responsibilities for any fundraising;
- Responsible for the collection of all monies, records and items involved in fundraiser, and immediately surrender it to the Treasurer;

Awards Coordinator

- Accept and reviews all the submitted nominations and present them to the President for approval;
- Prepares any certificates to be awarded by the Branch or to be submitted to either National Division or Ontario Division;
- Coordinates with Corps for plaques, trophies and certificates to be presented to the cadets;
- Responsible to keep a running record of all awards, certificate, plaques or trophies awarded.

Canteen Coordinator

- Responsible for purchasing products to keep the canteen full;
- Responsible to take an inventory count every 2 weeks;
- Coordinate with the Treasurer to withdraw the money from the canteen and return the float to \$40.00;
- Keep a record of the purchases and sales;
- Make sure the canteen is supplied with the sales sheet;
- Provide all receipts for purchases to the Treasurer

Volunteer Coordinator

- Help recruit volunteers to help with the Branch or fill positions;
- Provide new volunteers with the Police Record Check form, Application for Volunteer and the sign Branch letter for the Police Record Check;
- Make sure all applications are completed correctly and presented to the President to be sign off;
- Have all applications that have been approved by the President submitted to the Navy League of Canada-Ontario Division;
- Work with the Fundraiser or the Event Coordinator in getting volunteers with an upcoming events;
- Receive and submit any application for a CI (Civilian Instructor) for the Corps
- Assist with any events if available

Website Coordinator

- Update the website with photos of events, important notices and forms;
- Monitor the traffic of the website;

Tag Day Coordinator

- Communicate with local stores and property management confirming if they would allow the Corps to do tag day event at their location;
- Completing and acquiring the insurance forms for each location;
- Coordinating with the XO to place each cadet at the locations;
- Coordinate with parents for volunteer supervisors for the day;
- Responsible for collecting all the monies raised from each shift and bringing the monies to the Treasurer.

Members at Large

- Assist with any events if available