

# Positions and Responsibilities within the Navy League of Canada-Kanata Branch

The Navy League of Canada is combined of different branches. Each Cadet Corps has a Branch that supports them. The Branch consists of different members that help it function. It consists of executive positions a President, Vice-President, Treasurer, Secretary. The Branch will also have the volunteer positions of Fundraiser Coordinator, Volunteer Coordinator, Awards Coordinator. Other positions can be designated if required. Each executive position must be nominated and voted into position. Their term in the position can be held as long as the person reruns for the position or get voted out by a new nomination. The Presidents position can only run a 3 year term before having to step down for minimum of 1 year. The volunteer positions have no expiry of their term unless the member steps down or a vote if another person would be interested in the position.



# Positions and Responsibilities

## Navy League

### 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;
- Communicate with both National and Divisional Branch

### Vice-President

- Assist the President when required;
- Passes on any communication from the Corps to the League;
- Assists with any events where required;
- Communicate with both National and Divisional Branch

### 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.



# Positions and Responsibilities

## 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 letter for businesses or organizations that provided any donations;
- Spearhead and delegate responsibilities for any fundraising;
- Responsible for the collection of all monies and immediately surrender it to the Treasurer.

## Tag Day Coordinator

- Spearhead the organization of Tag Day;
- Contact local businesses for permission to Tag at their location;
- Contact the property management for permission to be on their property for Tag Day;
- Request the insurance forms from the National Division for each location and property;
- Organize the schedule for the cadets and the location they will be positioned at;
- .Keep the attendance of the cadets that attend the Tag Day;
- .Responsible for the collection of all monies 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;
- 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.



# Positions and Responsibilities

## Canteen Coordinator

- Responsible for purchasing products to keep the canteen full;
- Responsible to take an inventory count every 2 weeks;
- Responsible 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 cadet 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 approaching event
- 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;
- Track the traffic of the website;

## Members at Large

- Assist with any events if available

