

# 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.



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## 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



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## 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

