

SECRETARY

All too often we hear someone say “Oh, I am only the Branch Secretary”. The office of Branch Secretary is one of the most important if not the most important office in the structure of The Royal Canadian Legion.

On their shoulders rests the responsibilities of ensuring that the wishes and direction of the President, Executive, General Membership and both Commands – Provincial and Dominion are carried out.

It is their responsibility to keep a true and accurate set of minutes, for only by those minutes, does the Branch record its actions and ensure those actions are carried out.

At all meetings, Executive and Branch General Meetings, they are the true right hand of the President. It is often said, behind every good President, is an excellent Secretary.

Prior to every meeting, the Secretary should prepare a complete and detailed agenda of the business that will be coming before that meeting. This agenda should be reviewed with the President prior to the opening of the meeting. This enables the President or Chairperson to be fully aware of the business to be brought before the meeting and also gives a schedule to follow. It will also assist the Secretary in drafting the minutes after the meeting.

Try to draft the minutes as soon as possible after the meeting, while everything is still fresh in the mind; it's much easier than a week or two later.

To sum up the duties of a Branch Secretary:

- When mail is received from Provincial or Dominion Command the Secretary must ensure that the correspondence contained therein is brought to the attention of the Executive and distributed to the appropriate Chairperson concerned, and also must ensure that pertinent matters are brought forward to the general meetings of the Branch.
- Be fully informed of all aspects of Legion work.

- Pass on pertinent information to the President and members of the Branch.
- Keep Provincial and Dominion Command informed of Branch progress as required.
- Keep a true and accurate records of minutes for each and every meeting.
- Have your minutes available at all times.
- Keep familiar with the various and many forms used in the organization.
- Attend as many conventions and regional meetings as possible.
- Keep your spirits up at all times and remember, you are an integral part of your Branch.

Important reports due to Provincial Command throughout the year.

- Branch listing of officers. (after elections)
- Branch report to zone rally.
- Poppy Trust Fund Reconciliation Form (Early November)
- Year End Statement of Revenue & Expenditures (End February)