

Use every tool at your disposal, remain impartial, seek input from your committee and you will succeed.

GOOD LUCK



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Nova Scotia/Nunavut Command

Legion Leadership and
Development
Committee

Branch Officers Series

**Branch Committees
(Not including the
Executive Committee)**

Congratulations!

On being elected/appointed to a Branch Committee.

This brochure has been designed to offer tips and ideas that will help to make your term a success.

Committee Chairmen

Committee Chairmen are named in many ways. In some branches they are elected; in others they are appointed by the President or the Executive Committee. It is the duty of the Chairman to call the committee together, but if absent or through neglect fails to call a meeting, it is the duty of the committee to meet at the call of any two of its members.

During the deliberations of a committee, no one has a right to be present except members of the committee, but observers may be permitted to attend. However, the President of the Branch is an ex-officio member of each committee. The general formalities of meetings are unnecessary in committee meetings. Instead of the Chairman abstaining from speaking on questions, he is usually the most active participant in discussion and work of the committee.

Branch Presidents must remember that unless they are the Chairman of a Committee, they must let the appointed / elected Chairman do their job as chair.

Committees

The selection of committee members may be determined by the branch by-laws. Some branches provide, through by-laws, that the President or Executive Committee name all members of a committee. Other branches leave this responsibility to the committee chairman or to the branch membership.

The purpose of committees is to do all preliminary work on matters to be prepared for action. There are two types of committees—STANDING and SPECIAL.

A **Standing Committee** is elected or selected at the annual meeting and continues until the next annual meeting. Unless the presiding officer appoints a chairman, usually the first name on the committee becomes the chairman. If a chairman has not been elected or appointed, a committee may elect a chairman from its members.

A **Special Committee** is appointed for a specific purpose and continues to exist until the duty assigned to it is accomplished, then the committee is dissolved.

In small Special Committees the Chairman may also act as Secretary, but in large ones and in all Standing Committees, it is customary for the committee to elect a recording secretary.

When the findings or recommendations of a committee have been adopted by the committee, a report is prepared and signed by the members.

Some of the more common Standing Committees that a Branch may have are:

- Finance
- Poppy
- Poppy Trust Fund
- Membership
- Sports
- Youth
- Honours & Awards
- By-Laws
- Legion Leadership (Training)
- Public Relations
- Seniors
- Veterans
- Ways & Means
- Entertainment