

## Zone Commander's Report

**This report to be completed and remitted to District Commanders, at the call of the District Commander, prior to each Command council meeting.**

**Name:**

**Zone:**

**Date:**

1. Which Branches in your Zone have you visited since the previous report?

2. What type of meetings have you attended?

Executive

General

Special

Other

a) Was correspondence read & discussed at Executive and General Meetings?

Yes

No

b) Were the Executive minutes read for information at the General Meetings?

Yes

No

c) Were previous General Meeting Minutes read for approval at General Meetings?

Yes

No

d) Were Branch Finance reports given at Executive and General Meetings?

Yes

No

e) Have Branches been remitting Source deductions to proper authority? (i.e. CPP/EI/Workers Comp/HST)

f) Were the following manuals available at the meetings?

General By-Laws?	Ritual & Insignia?	Rules of Procedure for Legion Meetings?
Yes	Yes	Yes
No	No	No
Command By-Laws?	Branch By-Laws?	Latest version Command Policy Book?
Yes	Yes	Yes
No	No	No

3. What other Branch or Zone functions have you attended?

4. Have Branches been submitting the following reports on time? Check applicable reports for this Council meeting period:

Monthly financial reports?

Annual Poppy Trust Fund Report?

Branch Executive Information Form?

Inquiries from Dominion & Command?

Branch By-Law changes/revisions and Honours/Awards submissions?

5. Have you ensured Branch credentials for Dominion and Command Conventions are forwarded to Command on time (If applicable for this council meeting period?)

Yes

No

6. What is the last date of Branch By-Laws amendment(s).

7. Have you thoroughly reviewed By-Law revisions and Honours/Awards submissions prior to signing?

Yes

No

8. How have membership numbers changed since the previous report?

Increased

Decreased

Unchanged

Unknown

9. Do all Branches attend District & Zone Meetings?

*(It is the responsibility of the Branch Presidents to ensure representation at all meetings)*

Yes

No

If not why not?

10. Date of last Zone Board Meeting?

11. Have the minutes of your last Zone meeting been submitted to Command as per Policy?

Yes

No

12. What duties, if any have been assigned to your Deputy Zone Commander?

13. List training that has been given in your Zone.

a) *Zone Level: Subjects & Dates*

b) *Branch Level: Subjects & Dates*

14. Do Branches send copies of deceased members notices to Dominion and Command?

Yes

No

15. Are there Branches in need of assistance in order to operate properly? If so please explain.

16. Additional information/comments/challenges applicable to branches within the Zone.