

5.D Duties Of Branch Officers

5.D.1 The Branch President shall :

- a. chair all Branch and Branch Executive meetings with the aid of “Robert’s Rules of Order”. In the absence of the President, the meeting shall be chaired by the next senior officer available, as listed in Bylaw 5.A.1 ;
- b. provide leadership and manage the affairs of Branch BC05 by ensuring the continuous flow of information between Branch members and their National Directors, Provincial Officers, the HBO, the RSO, the PAO and national office staff. Maintain effective relations with other branches, their elected officers and the national office ;
- c. represent the interests of the members assigned to the Branch in provincial and national interactions, media relations and community activities ;
- d. ensure copies of signed minutes of Branch meetings, reviewed Branch financial statements for the year, a statement identifying Branch financial accounts, and “Annual Target Dates” are tabled and distributed at Branch meetings ;
- e. ensure copies of approved Branch AGM minutes and the “Financial Review Committee” report are submitted to National office by April 15th each year ;
- f. submit proposals for discussion at any National meeting or Special General meeting. The proposals must have been approved for submission by the Branch Executive or at a Branch meeting ;
- g. represent the Branch as “Delegate” at Association meetings ;
- h. if unable to attend an Association meeting, ensure that Branch BC05 has a legal delegate attend to represent the Branch ;
- i. delegate duties among Branch Directors, ensure appropriate distribution of tasks, coordinate Director activities, ensure their training and guidance are adequate thus providing a continuity of succession within the Branch ;
- j. request verbal or written Reports from Branch Directors as required ;

k. request updated Bylaws, Policies, Procedures, and Guidelines of Branch BC05 for discussion and approval by the Branch Executive and the Branch AGM or SGM. They must be signed by the President and Secretary, and then forwarded to the Board ;

l. coordinate activities of Branch BC05 with other Branch Presidents, National Directors, the RSO and the PAO in the region ; and

m. undertake specific functions as assigned by the National President or other members of the Association's Board of Directors.

5.D.2 The Branch Vice-President shall :

a. normally act for the President when the latter is unavailable ;

b. perform other duties assigned by the President ; and

c. if the President is incapacitated or leaves office, assume the Presidents duties until the next Branch AGM, where an election will be held either to complete the presidential term of office if an even numbered year or to begin a new two-year term if an odd numbered year.

5.D.3 The Branch Secretary shall :

a. record minutes at all Branch and Branch Executive meetings ;

b. sign the minutes and present them to the President as soon as practicable ;

c. be charged with the safe-keeping of minutes in both a digital and paper formatted "Minutes File" that includes any approved amendments ;

d. be responsible for all general Branch correspondence ;

e. prepare the Annual Report in accordance with Association By-laws ;

f. copy documents for mailing and for distribution at Branch meetings ;

g. maintain an updated Association "Administrative Guidelines for Branches", Branch BC05 "Bylaws, Policies & Procedures", Regulations ; and

h. order and distribute Branch stationary and supplies.

5.D.4 The Branch Treasurer shall :

- a. keep Branch BC05 accounts and a General Ledger in accordance with established accounting practices and the policies described in Appendices 2 & 3 and shall usually exercise primary signing authority for expenditures ;
- b. prepare Branch budgets, financial reports and forecasts for the Branch Executive, AGM, GMs and SGM as required by Association By-laws ;
- c. arrange a list of Branch Executive members granted “Signing Authority” for Branch BC05 by the Branch Executive ;
- d. pay approved Branch expenditures and disbursements with cheques signed by two of the members granted signing authority ;
- e. liaise with the Financial Review Committee to produce its annual report ;
- f. maintain a record of Branch-held property ;
- g. ensure procedures for collection of delinquent non-DDS fees are conducted ;
- h. maintain accounts in an appropriate financial institution in which Branch funds will be held, and a Postal Box as the Branch mailing address ;
- i. deposit and have custody of “Branch Funds”, thus frequently receiving and documenting fees from the Director-of-Membership and “Charges” from the Director-of-Programs ;
- j. maintain and report contents of and expenditures from “Reserve Funds” (eg. Defense-of-Benefits Reserve Fund) ;
- k. during April and December, through the Branch President, Director-of-Membership and Branch Executive, remit to the National office a Per Capita Form of Branch Members, their category, fees collected by Branch BC05, and any Branch “Life Award Recipient” fees ; and
- l. each year, request a Certificate of Insurance from the national office.