



Royal Canadian Legion

Ontario Provincial Command

Zone G5

Terms of Reference

Officers & Committees

Updated July 2010

*Royal Canadian Legion Ontario Provincial Command,
Zone G 5 - Terms of Reference*

Committees and Officers

The following generalities apply to all Committees and form part of their terms of reference. Within these terms of reference, the masculine shall include the feminine where the context admits.

1. Each committee shall have a permanent committee of three.
 - a. The Chairman;
 - b. A Deputy to act in the Chairman's absence; and
 - c. At least one junior member to ensure continuity of experience.
 - d. Standing chairs such as hospital visiting shall include their branch counterparts on their committee.
2. The Zone Commander is an ex-officio member of all Zone Committees.
3. Zone Committees will meet with their Branch counterparts at least once a year.
4. Zone Chairmen will keep the Honours & Awards Committee informed as to the location of all awards i.e. Plaques and trophies.
5. Copies of all written information being sent to Branches by Zone Committees must also be sent to the Zone Commander, Deputy Zone Commander and the Zone Secretary for their information and records.
6. All Committee Chairmen and Branch Presidents will be expected to make a verbal report to all Zone Council Meetings and a written report at all Zone Conventions covering their activities and future programs or recommendations. The written report to Zone Convention should be given to the Zone Secretary at least two weeks before the Zone Convention so that it can be included in the Convention Book. Addendums may be made at the Zone Convention.
7. Standing Committee Chairmen are to send copies of reports to their respective District Chairman.
8. All Chairmen are to ensure that they are aware of the names, addresses, and telephone numbers of their counterparts at Branch, District and Provincial levels.
9. Chairmen are to ensure that information on the Zone Web Page pertaining to their Committee is kept up to date.

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Auditor

1. The Zone Auditor shall be approved by the Zone Convention.
2. The Auditor shall not be a member of Zone Council nor a Legion employee.
3. The Auditor will have no vote at Council Meetings or at Zone Conventions unless he is a delegate of his Branch.
4. The Auditor shall audit all Zone Books as soon as possible after June 1st and submit a report to the Zone Council in August (if completed). In any event a completed report must be submitted to the Zone Convention in September.
5. All available records are to be examined. The financial accounting systems are to be considered, determination as to their acceptability made, and that adequate financial controls are in place.
6. The Auditor shall attend Zone Council meetings and Conventions to present his reports and recommendations.
7. The Auditor may provide recommendations to Branches in the Zone who request assistance in accounting policies and practices.
8. The Audit report should be given to the Zone Secretary 2 weeks prior to the Fall Convention in September so it can be included in the Zone Convention Book. Addendums may be made at the Zone Convention.

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Chairman

- 1.** The Zone Commander will appoint a Chairman and a Co-Chairman.
- 2.** The Chairman will chair all Zone Council meetings and Zone Conventions.
- 3.** He is responsible for meeting logistics, including room layout, equipment and ensuring Branches meet all Zone meeting needs.
- 4.** He will be responsible for the meeting Agenda in consultation with the Zone Secretary and will consult with the Zone Commander on any last minute changes.
- 5.** The meeting will be handed over to the Chairman after the official ceremonies and the introduction of any guests by the Zone Commander.
- 6.** He will enforce the observance of all rules for the orderly conduct of the meeting.
- 7.** He will exercise judgment and tact at all times.
- 8.** He will put the question on every motion when debate is complete and declare the will of the meeting as expressed in the vote.
- 9.** Every voting member present must be given reasonable opportunity to participate in the discussion of the question.
- 10.** He will preserve order at the meeting and, if necessary, have any disorderly member removed from the meeting by the Sgt-at-Arms.
- 11.** He will abstain from expressing any personal opinion on any subject under discussion.
- 12.** He will state each motion clearly, once it has been seconded. He may refuse to accept any frivolous motion. He may also table any motion to the next meeting if, in his judgment, the motion should be fully discussed at all Branches in the Zone before a decision is rendered at a Zone meeting.
- 13.** He will perform such other duties as the meeting may properly direct or the rules of procedure may require.
- 14.** He will be guided by the Legion's "Rules of Procedure at Legion Meetings". Where these rules do not make adequate provision, then and only then, "Roberts Rules of Procedure" shall apply.
- 15.** He will follow the Agenda and will hand the meeting back to the Deputy Zone Commander for him to carry out the closing ceremonies.

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Honours and Awards Committee

- 1.** The Honours and Awards Committee shall have a chairman, a Deputy Chairman and at least one additional permanent member.
- 2.** The Chairman shall appoint the Deputy Chairman and the permanent members.
- 3.** This Committee shall be responsible to review and recommend to the Zone Council the names of members who are deserving of awards at Zone level including past officers awards.
- 4.** It will also receive names of members approved by Zone Council for awards.
- 5.** After approval, this Committee shall be responsible for all administrative activities to obtain the awards and have them available for presentation on a suitable occasion – usually a Zone convention.
- 6.** At the beginning of a new Term, the Committee shall provide name badges to all Council Members.
- 7.** At the end of the Zone Commanders Term of Office it will have the Zone Commander's Plaque updated and provide a keeper plaque to the outgoing Commander.
- 8.** The Chairman shall assist Branch Chairmen as required in preparation of awards, citations and with procedures.
- 9.** The Committee will complete an annual inventory of all trophies and awards entrusted to Zone for presentation by Zone Chairmen. (i.e. Sports)
- 10.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention so that the Zone Secretary may include it in the Convention Book. Addendums may be made at the Zone Convention.

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Hospital Visiting Committee

1. The Hospital Visiting Committee Chairman, a Deputy Chairman and a minimum of one additional permanent member.
2. The Chairman shall appoint the Deputy Chairman and the permanent members.
3. The Committee shall also include Hospital Visiting Chairmen from all Branches in the Zone.
4. It will prepare a program of visitations, monthly bingo night, casino night, comfort distributions and events for Veterans confined to Hospital care.
5. It will prepare a budget for its activities and seek its funds from all Branches in the Zone through the Zone Treasurer.
6. It will maintain close contact with the Veterans Services Committee Chairman.
7. The Committee will organize the Poppy Tea at the Perley Rideau.
8. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention so that the Zone Secretary may include it in the Convention Book. Addendums may be made at the Zone Convention.
9. The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date

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LEGION SENIORS COMMITTEE

- 1.** This Committee shall have a Chairman, a Deputy Chairman and at least one additional permanent member.
- 2.** The Chairman shall appoint the Deputy Chairman and the permanent members.
- 3.** The Committee shall include all Branch Legion Senior's chairmen in the zone.
- 4.** The Chairman shall become familiar with the programs that enhance the lives of seniors in the Zone.
- 5.** It shall be responsible to promote, and when requested, to carry out programs within the Zone to which Legion Seniors can relate, that will enhance the quality of life and provide social and service amenities to our aging Veterans and Citizens.
- 6.** The Chairman will assist Branch Chairman to institute and operate programs in the Branches and community, clarifying the Legion Seniors Role.
- 7.** The Chairman will be responsible to compile information from Branches in the Zone on their activities for Seniors in their areas, and shall report regularly to the District Chairman the progress of programs within the Zone and shall contact the District Chairman if a problem should arise which cannot be handled by local action.
- 8.** Annual meetings will be held with all Branch Legion Seniors Chairmen to discuss their duties and responsibilities and to explain the aims and objects of the Legion Seniors Program.
- 9.** The Chairman may attend functions as requested by the Branches within the Zone, continuing to impress upon them the importance of ensuring that there is a viable Legion Seniors Program in operation within the Branches. Stress that the Legion Seniors Program is not designed to compete or interfere with any Seniors group operating within the community. The majority of Branch Membership may well fall into the Seniors category and organizing activities aimed at this group could be beneficial to Branches.
- 10.** The Chairman shall establish by personal contact with the Branch Chairman his willingness to assist the Branch in their efforts, following up on all requests ensuring that he can depend upon you.
- 11.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention, for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
- 12.** Copies of the reports are to be sent to the District Veterans Services Officer.
- 13.** The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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Membership Committee

- 1.** The Zone Membership Committee shall have a Chairman, a Deputy Chairman and at least one additional permanent member.
- 2.** The Chairman shall appoint the Deputy Chairman and the permanent members.
- 3.** This Committee shall include all branch Membership Chairmen in the zone.
- 4.** The Membership Chairman shall familiarize himself with Provincial and Dominion By-Laws and procedures for processing Membership to be able to provide assistance to Branches and the Zone Council on membership matters.

Duties

- 5.** It will be this Committee's responsibility to disseminate all information on membership received from the District Membership Chairman, or any other source, to each of the Branches in the Zone as soon as possible after receipt of the same.
- 6.** The Zone Membership Committee shall be an advisory body to all Branch Membership Chairmen on membership processing, recruitment or any other aspect concerning membership.
- 7.** If membership seminars are requested at Zone level, it will be the Chairman's responsibility to ensure that suitable and knowledgeable people are available to take part in the seminar.
- 8.** The full Membership Committee shall meet at least once annually to determine ways of increasing membership and retaining renewals.
- 9.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
- 10.** Copies of reports are to be sent to the respective District Chairman.
- 11.** The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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Poppy Committee

1. The Zone Poppy Committee shall have a Chairman, a Vice-Chairman and all Branch Poppy Chairmen.
2. Disseminates all information and Poppy Kits received from a higher level of Command to all Branch Poppy Chairmen in the Zone.
3. Meets at least annually and advises Branch Poppy Chairmen on all aspects involving Poppy and ensures that all Poppy Reports are received on time.
4. Provides the District Poppy Chairman with all information that he may request of the Zone.
5. Ensures that all Poppy Distribution Boundaries are clearly understood within the Zone and ensures that all areas in the Zone are completely covered. Recommends boundary changes when required.
6. Provides reports to Zone Council and Conventions.
7. Represents the Zone on the District Poppy Committee.

June Ensures that all Branches have advised the Provincial Command, the Provincial and District Chairmen of the name, address and telephone number of each Branch Poppy Chairman.
Promotes and encourages attendance of all Branches at the District Poppy Seminar in August.

July Advises the District Chairman of numbers of people attending the August Poppy Seminar.

August Attends the District Poppy Seminar.

Sept. Ensures that all Branches in the Zone are aware of the proper procedure to be followed when ordering poppies, wreaths, promotional material and supplementary supplies and that all Branch Chairmen have received their Poppy Kits and are familiar with its contents.
Advises the District Poppy Chairman if a Branch Chairman has not received his Kit. Advises Branches of the necessity of having the youth in the community assist in the Poppy Campaign.

October Liaise with Branches in order to determine if any problems are being encountered with orders and if any omissions have been made in the filling of same. Advises Command immediately of any shortages.

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Ensures that Branches have completed a Branch Poppy Report Form and that they are returned to Command via the Zone and District Poppy Chairmen in accordance with the General By-laws. Reviews all branch poppy reports to ensure that the report balances and that the opening balance of the current report matches the closing balance from the previous year's report. During the annual branch inspection makes sure that expenditures from the poppy fund are in accordance with the by-laws and that Ontario approval has been received where required.

Establishes contact with Branches on Poppy Day to ensure that the campaign is being conducted in a proper manner.

November Ensures that Branches have completed the LCBO, Brewers and Home Hardware Forms and that they are returned to Command via the Zone and District Poppy Chairmen in accordance with the General By-laws.

8.The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

9. Copies of reports are to be sent to the District Poppy Chairman.

10.The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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Public Relations Committee

1. The Zone Public Relations Committee shall have a Chairman or Chairmen, a Deputy Chairman and at least one additional permanent member who will be the Zone Newsletter Editor.
2. The Chairman shall appoint the Deputy Chairman and the permanent members.
3. The Committee shall include the Public Relations Officers from each Branch in the Zone.
4. The Chairman shall familiarize himself with all By-Laws, rules and regulations governing public relations activities in the Royal Canadian Legion.

Duties

5. The Committee will ensure that every opportunity is taken to publicize the activities of and to enhance the image of the Royal Canadian Legion within Zone G-5 through print and electronic media. This will include news releases, PR for Zone events and activities etc.
6. It will be an advisory body to all Branch P.R.O.s, maintain constant liaison with the District P.R.O. and where required the Provincial P.R.O. and the Provincial Correspondent for the *Legion Magazine*.
7. It will ensure that it receives all Branch Bulletins produced in the Zone and any other news items that may be worthy of public knowledge.
8. It will be the Committee's responsibility to promote Branch involvement in the District Bulletin and Scrapbook contests.
9. The Committee will meet at least once a year to review Branch and Zone PR activity plans.
10. It will prepare a Zone Scrap Book or get a person to prepare one.
11. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
12. Copies of reports are to be sent to the respective District Chairman.

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13. Resolutions Committee

1. The Zone Resolutions Committee shall have a Chairman, a Deputy Chairman and at least one additional permanent member.
2. The Chairman shall appoint the additional permanent members.
3. In addition the Committee shall also have one representative from each Branch in the Zone.
4. The Chairman shall familiarize himself with all By-Laws, Rules and Procedures for the processing of resolutions in the Royal Canadian Legion.

Duties

5. The Committee will receive all resolutions as submitted by any Branch in Zone G-5 two weeks in advance of a Zone Council Meeting or Convention. This process will not prohibit a Branch from submitting a resolution directly to Zone Council or to Zone Convention if it so desires. However, if a Branch submits a resolution directly, it will ensure that a copy of the resolution is provided to each member in attendance at the meeting or convention.
6. The Committee will ensure that each resolution is submitted in the proper format.
7. It will be an advisory committee to those who have submitted a resolution to Zone Council and to Zone Convention.
8. It will make a preliminary review of the resolution and provide a reasoned opinion on the resolution as submitted.
9. The Chairman of this committee will report on all resolutions submitted to the Zone Council and will be responsible to present each resolution to the Zone Convention.
10. It will be the Committee's responsibility to forward all successful resolutions to the District Resolutions Chairman and unsuccessful resolutions back to the originator with or without a comment.
11. The Chairman will endeavor to follow all successful resolutions through the various levels of approval and report progress to the Branch or Zone Council or Convention.
12. The Chairman will be a member of the District Resolutions Committee and as such is required to attend District Meetings.
13. The Committee will encourage Branches to prepare resolutions for the good and welfare of the Legion.

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Training and Organizational Development Committee

- 1.** The Training and Organizational Development Committee shall have a Chairman, a Deputy Chairman and a minimum of one additional permanent member.
- 2.** The Chairman shall appoint the Deputy Chairman and the permanent members.
- 3.** The Committee shall include all Branch Training and Organizational Development Committee Chairmen in the zone.
- 4.** This committee shall be responsible for recommending and/or organizing seminars on various subjects connected with Legion activities within Zone G-5. Direction may be received from any level of Command. It will be responsible to review material periodically to ensure that it reflects Command policy.
- 5.** To promote a continuous leadership training program in the Branches with the objective of increasing the number of potential leaders and the quality of leadership.
- 6.** It will assist any Zone Chairman who has been requested to put on a seminar.
- 7.** It shall also prepare material that can be used at Branch Seminars and promote the adoption by Branches, within the Zone, of a program of meaningful Legion oriented seminars or speakers for Branch meetings.
- 8.** The Chairman shall provide advice and assistance to Branch Chairman as required.
- 9.** In its planning role, it will be responsible to consider and recommend plans of action within the Branches and the Zone for any organizational plans, policy and procedure changes which may make their activities more efficient or meaningful.
- 10.** Encourage Branches to maintain existing programs and assist with the introduction of new programs. Promote methods to overcome resistance to change.
- 11.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
- 12.** Copies of reports are to be sent to the respective District Chairman.
- 13.** The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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Veterans Services Committee

- 1.** The Zone Veterans Services Committee shall consist of the Chairman, a Deputy Chairman and all Branch Veteran Service Chairman within the zone.
- 2.** The Chairman shall appoint the Deputy Chairman.
- 3.** Their duties will be to disseminate all information to Zone G-5 Branch Veterans Service Officers. This shall be in writing where possible.
- 4.** The Chairman will establish contact with the Provincial Veterans Service Officer and the District Veterans Service Chairman, Zone Hospital Visiting Chairman and all Branch Veterans Services Officers in the Zone, so that local issues can receive immediate attention.
- 5.** The Committee will ensure that all Veterans (not just Legion members) and their dependants, residing in Zone G-5, shall receive any of the care to which they are entitled by current legislation. Special attention is to be paid to those who are residents of the Perley Rideau Veterans Health Centre, contract beds, nursing homes and other seniors' facilities.
- 6.** The Committee shall also seek out those that are living in sub-standard housing or in accommodation that is too expensive for their income. This information is to be passed to the Veteran Services Chairman, Ontario Command, and/or Veterans Affairs Canada (V.A.C.) for their action where appropriate.
- 7.** They shall at all times monitor the activities of V.A.C. and the care provided to long-term and chronic care patients in any residences where veterans may reside.
- 8.** Contact will be maintained with V.A.C. District Officials, the Provincial Service Officer, and the Veterans Service Chairman, Ontario Command in order that problem areas may be resolved where they are found to exist.
- 9.** Close contact must be maintained with the District Veterans Services Chairman and the Zone Hospital Visiting Committee Chairman so that local issues can receive immediate attention.
- 10.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
- 11.** Copies of the report are to be sent to the respective district Chairman.
- 12.** The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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Sports Committee

1. The Zone Sports Committee shall consist of the Chairman, a Deputy and at least one permanent member.
2. The Zone Sports Officer shall appoint the Deputy and permanent members.
3. The Committee shall include the Sports officers from each Branch in the Zone.
4. The Zone Sports Officer shall familiarize himself with the Dominion and Provincial By-Laws and Rules pertaining to the Royal Canadian Legion Sport's Program and will ensure that all Branch Sports Officers are aware of the rules pertaining to each sport by holding seminars as appropriate.
5. The Zone Sports Officer is a member of the District G Sports Committee and in this capacity represents the Zone as a voting member at District Conventions. In the event he is unable to attend a District Convention he shall advise the Zone Commander.

DUTIES

6. To conduct the Legion Sports Program within Zone G-5 which qualifies Branch participants to go on to District, Provincial and Dominion tournaments in events including Crib, Euchre, Darts, Bowling, Golf, Horseshoes and Curling etc. providing there is sufficient interest.
7. To work closely with all Branch Sports Officers, particularly those who are hosting Zone tournaments and the District and Provincial Sports Officers when tournaments are being held in Zone G-5.
8. To ensure that notices on dates, location and registration for competitions at all levels are sent to all Branches, the Zone Commander and Zone G-5 Ladies Auxiliary Sports Officer as soon as dates are available.
9. To ensure that all players registering are eligible to participate and to arbitrate all disputes that may arise.
10. The Sports Officer will advise all successful Branches of a Zone tournament (or other Branches where vacancies may exist) where and when their next level of participation will be. This information to be provided as soon as all of the details are known to the Sports Officer.
11. He will hold meeting with all Branch Sports Officers, and others interested in the Sports Program following the October District Convention to receive and provide any pertinent information, discuss any rule changes or proposals for changes in the program, locations and dates of Tournaments at all levels.

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12. The Committee shall also be responsible for coordinating the Youth Sports Program in the Zone i.e. Darts and Baseball and Hockey.

13. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

14. Copies of reports are to be sent to the respective District Chairman.

15. The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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The Terry Fox Youth Centre Coordinator

1. The Committee shall have a Chairman, a Deputy Chairman and at least one additional permanent member.
2. The Chairman will appoint the Deputy Chairman and the permanent members.
3. The Committee may have representatives from Branches within the Zone.
4. The Deputy will assume the duties of the Chairman in his absence.
5. To maintain contact with the Terry Fox Centre administration to determine when speakers are required.
6. To ensure sufficient speakers are available, including one bilingual, on the dates and times requested.
7. To introduce the speakers to the students before they break off into separate units.
8. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

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Youth Education Committee

- 1.** The Committee will consist of a Chairman, a Deputy Chairman and at least one permanent member.
- 2.** The Youth Education Chairman shall appoint a Deputy Chairman and the additional permanent members.
- 3.** The Committee shall include the Youth Education Chairman from each Branch in the Zone.
- 4.** This Committee will formulate the initial strategy, organize the publicity for all competitions and determine which schools will be covered by the various Branches. Normally this would be governed by the Poppy boundaries; however, adjustments may be necessary if a Branch does not participate.
- 5.** The Committee will maintain a detailed record of expenses to use in the preparation of a yearly budget for approval by the Zone Council and Zone Convention.
- 6.** It will determine the location(s) and date(s) for the Public Speaking Contest and the dates for submission of all other contests.
- 7.** The Branch representatives will be the contact points for schools in their area and will be responsible to provide all necessary information to the schools, to receive all applications and to pass the applications or contest entries to the appropriate Chairman.
- 8.** The Committee is responsible to select and obtain judges for their respective competitions. Bilingual judges must be included for Public Speaking, Essays and Poems competitions.
- 9.** They will also ensure that all necessary prizes and trophies are available at a time, date and location to be set by the Sub-Committee for awarding of same.
- 10.** The Chairman shall ensure that names of winners on the Zone competitions are forwarded to the District Level competitions and in the case of Public Speaking that the winners are advised in good time of the date, time and location of all higher level competitions in which they may be involved.
- 11.** In addition the committee will provide the Zone PRO with the results of Competitions, for inclusion in the Zone Newsletter.
- 12.** The Chairman must be cognizant of prizes which may be paid from Poppy Funds and Zone General Funds and provide the Treasurer with detailed claims for all expenses.

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13. This Committee, together with the Poppy Committee and Events Committee will be responsible to ensure that speakers are available at the time of Remembrance when requested by schools or other organizations.

14. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

15. Copies of reports are to be sent to the respective District Chairman.

16. The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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Track and Field Committee

- 1.** The Committee shall have a Chairman, a Deputy Chairman and at least one additional permanent member.
- 2.** The Chairman will appoint the Deputy Chairman and the permanent members.
- 3.** The Committee shall include the Track & Field Chairmen from all Branches within the Zone.
- 4.** The Committee shall meet at least once per year.
- 5.** The Chairman shall familiarize himself with all rules, policies and procedures for conducting the Royal Canadian Legion Track & Field Program within the Zone.
- 6.** The Chairman shall maintain close contact with the District Chairman and is required to assist him in conducting meets in the Zone.
- 7.** The Committee is responsible for conducting the Zone Track & Field program in accordance with the provincial rules and regulations.
- 8.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
- 9.** Copies of reports are to be sent to the respective District Chairman.
- 10.** The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

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Constitution and Bylaws Committee

1. The Zone Constitution and Laws Committee shall have a Chairman, a Deputy Chairman and at least one additional member.
2. The Chairman shall appoint the Deputy Chairman and the permanent members.
3. The Committee may also include Constitution and By-Law Chairmen from all Branches in the Zone.
4. The Chairman shall maintain a working knowledge of Dominion, Provincial and Zone By-Laws.
5. This Committee will be responsible to review Zone G-5 By-Laws following Provincial and Dominion Conventions, to have changes approved by the Zone Convention and submit the By-Laws to Provincial Command for their approval.

DUTIES

6. It will be responsible to ensure that all amendments required to the Zone By-Laws follow the correct procedure, i.e. Notice of Motion to all Branches in Zone G-5 a minimum of four weeks prior to the Zone Convention at which the amendment is to be considered.
7. It will be responsible to submit all amendments through the approval process until approval is received from Provincial Command.
8. This Committee will assist Branches in the preparation of Branch By-Laws as required to keep Branch By-Laws current.
9. The Committee shall review and maintain the Zone Finance Rules; ensuring that changes are properly approved.
10. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

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Zone G5 Guardian - Newsletter Editor

- 1.** The Zone Newsletter Editor will produce a Zone Newsletter for paper or electronic distribution to Branches and to the District. This will include posting the newsletter on the Zone Web Page.
- 2.** The Chairman will be a permanent member of the Public Relations Committee.
- 3.** She will encourage Zone Chairmen and Branch Presidents to provide timely reports for each edition of the Zone Newsletter.
- 4.** She will liaise with, act as an advisor and provide assistance as required to all Branch bulletin editors. This will include promoting their entering the District sponsored annual Branch bulletin contest.
- 5.** She will ensure the Zone Newsletter is entered in the annual Zone Newsletter contest sponsored by the District.
- 6.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
- 7.** Copies of reports are to be sent to the respective District Chairman.

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Youth Sports Committee

(Not in use but may as well leave in case someone can develop Youth Sports in the Zone.)

1. The Zone Youth Sports Committee shall have a Youth Sports Chairman, a Deputy Chairman and at least one additional permanent member and include the Youth Sports Officer from each Branch in the Zone.
2. The Youth Sports Chairman shall appoint the Deputy Chairman and the permanent members.
3. The Youth Sports Chairman shall familiarize himself with Dominion and Provincial By-Laws and Rules pertaining to the Royal Canadian Legion Youth Sports Program.
4. To ensure that Branches are aware of the District Youth Sports programs, event dates and any qualifying activities required.
5. To work closely with all Youth Sports Officers, to ensure they are current on the rules of each sport and hold seminars as required promoting involvement in the events available.
6. To ensure that notices on dates, location and registration for competitions are sent to all Branches and the Zone Commander as soon as they are available.
7. To ensure that all individuals or teams who participate are eligible and to arbitrate all disputes which may arise.
8. He will hold a meeting with all Branch Youth Sports Officers, at least once a year to receive and provide any pertinent information, concerning upcoming programs and activities related to youth.
9. The Committee shall be responsible for coordinating the Youth Sports Program in the Zone i.e. Darts and Baseball, and the Bill Simpson Pee Wee Ball Tournament, etc.
10. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
11. Copies of reports are to be sent to the respective District Chairman

*The Royal Canadian Legion, Ontario command
Zone G 5 Terms of Reference*

Zone Bursary Committee

- 1.** The Zone Bursary Committee shall consist of a Chairman and a Deputy Chairman and at least one additional permanent member.
- 2.** The Chairman shall appoint the Deputy Chairman and permanent members.
- 3.** This Committee shall also include the Bursary Chairman from each Branch in the Zone, the Zone Poppy Chairman and Public Relations Chairman in an advisory role as required.
- 4.** The Bursary Chairman shall familiarize himself with the bursary program rules and regulations as specified in the Dominion Bylaws, the Provincial Legion Officers Manual and the Dominion Command Poppy Manual.
- 5.** To ensure that all Branch Bursary committees are applying the rules under the Poppy Manual for Branch level Business and understand the categories of eligibility for a bursary funded from Ontario Provincial Command.
- 6.** To ensure that the application review process being used in all branches and by the Ottawa Eastview Poppy Fund is consistent and transparent.
- 7.** To distribute application forms for the bursaries funded from the Ontario Provincial Command Branches and Ladies Auxiliaries Charitable Foundation and ensure all deadlines are met.
- 8.** To attend all District Bursary meetings and seminars.
- 9.** The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.
- 10.** Copies of reports are to be set to the respective District Chairman.
- 11.** The Chairman is to ensure that information on the Zone Web Page pertaining to his Committee is kept up to date.

*The Royal Canadian Legion, Ontario Command
Zone G 5 – Terms of Reference*

Special Events Committee

1. The Events Committee shall have a Chairman, a Deputy Chairman and at least one permanent member and shall include the Zone Sgt-at-Arms and the Public Relations Chairman when required.
2. The Events Chairman shall appoint the Deputy Chairman and the permanent members.
3. The Committee shall include representatives from each Branch in the Zone.

Duties

4. The following are the types of projects which could fall under the Committee, such as:
 - a. Zone Dance (Annually)
 - b. Ceremonial Events which the Zone or Royal Canadian Legion originates, such as:
 - Royal Visits - Celebrity Visits
 - Wreath Laying (Exclusive of Nov 11th)
 - Ceremonial Openings (tomb of the unknown soldier)
 - Parades - Veteran's Day, etc.
 - c. Fund Raising Projects i.e. "Legion Day at the Races" Perley Rideau Veteran's "Van" etc.
 - d. Coordination of Provincial Convention Raffles in the Zone.
 - e. Community Events such as participation and activities with March of Dimes, CHEO Telethon, Easter Seals Telethon, etc. including arranging for speakers.
 - f. Any other event requested by the Zone Commander.

A complete financial statement shall be submitted to the treasurer for all such events.
5. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

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Zone G 5 Terms of Reference*

PRVHC Veteran's Council Representative

- 1.** Represents the Zone at the monthly meetings of the Veteran's Council at the Perley and Rideau Veteran's Health Centre.
- 2.** Provides recommendations to Zone Branches on the needs of Veterans.
- 3.** Provides advice to members of the Veteran's Council as required.

4. The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

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Zone G 5 – Terms of Reference*

LEGION TRIBUTE OFFICER
(UPDATED JULY 2010)

LEGION TRIBUTE COMMITTEE

This committee shall have a Chairman, a Deputy Chairman and at least one additional permanent member

The Chairman shall appoint the Deputy Chairman and the permanent members.

The committee may include Sgts at Arms or Chairmen responsible for conducting Legion Tributes for Zone G5 Branches

The Chairman will assist and provide training to Branch Tribute Officers regarding Legion Tributes

An annual meeting shall be held with all Branch people responsible for conducting Legion Tributes

The Chairman shall establish by personal contact with the Branch Chairman his willingness to assist the Branch in their efforts, following up on all requests

The Chairman is expected to make a verbal report at all Zone Council meetings, and is to prepare a written report to all Zone Conventions, having it ready at least two weeks before the Zone Convention, for inclusion, by the Zone Secretary, in the Zone Convention Book. Addendums may be made at the Zone Convention.

PROCEDURES FOR LEGION TRIBUTES

ZONE G 5

GENERAL

The Legion Tribute Officer will receive and action all requests from the Perley Rideau Veterans Health Center (PRVHC) staff and families of PRVHC Veterans and other veteran's families in Zone G5 who want a Legion Tribute

The PRVHC are to be kept advised of the Officer's and Zone Secretary's phone numbers

Each Branch has been scheduled to conduct activities at the PRVHC during the months January to June of each year. The assigned Branch for any given month shall upon notification by the Legion Tribute Officer conduct Legion Tributes for deceased PRVHC residents and other requests that may occur.

The Tribute Officer shall be responsible to assemble a Tribute Party for the months of July and August.

The Zone Chaplain has offered to assist when needed.

Those responsible for conducting the Legion Tribute regardless of its location shall ensure that all personnel are assemble in a timely fashion to ensure that there is no conflict with the regular Funeral proceedings. If the remains are laid out in a funeral parlor it is preferable to conduct the Legion Tribute the evening before during the viewing period.

The Officer will ensure that the Tribute readings comply with the procedures contained in the Ritual and Insignia Manual and must be non-sectarian

The Officer will advise the Zone Secretary of the name of the veteran who has died, the date and time and the place of the Tribute. The Secretary will advise the members of the Zone Council and all the Branches of the Zone so that any who wish may attend the tribute.

ACTIONING A REQUEST FOR A TRIBUTE

The PRVHC staff will advise the Zone Legion Tribute Officer or the Zone Secretary of the request giving all the details such as name, date of death, date and time of the Tribute, location of the Tribute.

The Legion Tribute Officer shall determine if the deceased veteran has any Zone G 5 Legion affiliation and if so what Branch.

If the veteran was a member of a local Legion Branch, the Legion Tribute Officer will pass the request to the appropriate Branch, which is to endeavor to action the request.

If the requested Branch cannot action the request they shall advise the Legion Tribute Officer in a timely fashion in writing outlining the reasons.

If the veteran was not a Legion member the Legion Tribute Officer will action the request- utilizing volunteers from the Branch whose month is scheduled for PRVHC activities. The Legion Tribute Officer shall act as the Sgt at Arms for these occasions.

If a veteran dies elsewhere in the local area and the family requests a Branch conduct a Legion Tribute, that Branch shall endeavor to action the request.

If the Branch cannot perform the Tribute they shall advise the Legion Tribute Officer in writing and in a timely fashion of their inability to do so. The Legion Tribute Officer shall then action the request utilizing volunteers.

If a veteran dies outside the Zone and the family is having him interred in Ottawa at a local cemetery such as the Beachwood National Military Cemetery the request shall be forwarded

to the Legion Tribute Officer who will arrange to perform the Tribute using his pool of volunteers.

If a Branch is contacted to conduct a Legion Tribute and it is known immediately that they cannot perform it, that Branch shall gather all the pertinent information and relay it promptly to the Legion Tribute Officer. At no time shall the Branch advise the family they cannot perform the Tribute but they shall be informed that one will be provided.

NO REQUEST FOR A LEGION TRIBUTE TO A VETERAN SHALL EVER GO UNACTIONED

*The Royal Canadian Legion, Ontario command
Zone G 5 Terms of Reference*

Zone Chaplain

1. The Zone Chaplain performs the invocation at Zone Council and Zone Conventions. Prayers should be non-denominational.
2. He may offer counseling to Veteran's and Legion Members requiring his services.
3. He may assist at Legion Funeral Tributes.
4. The Chaplain may report to Zone Council and Zone Conventions.