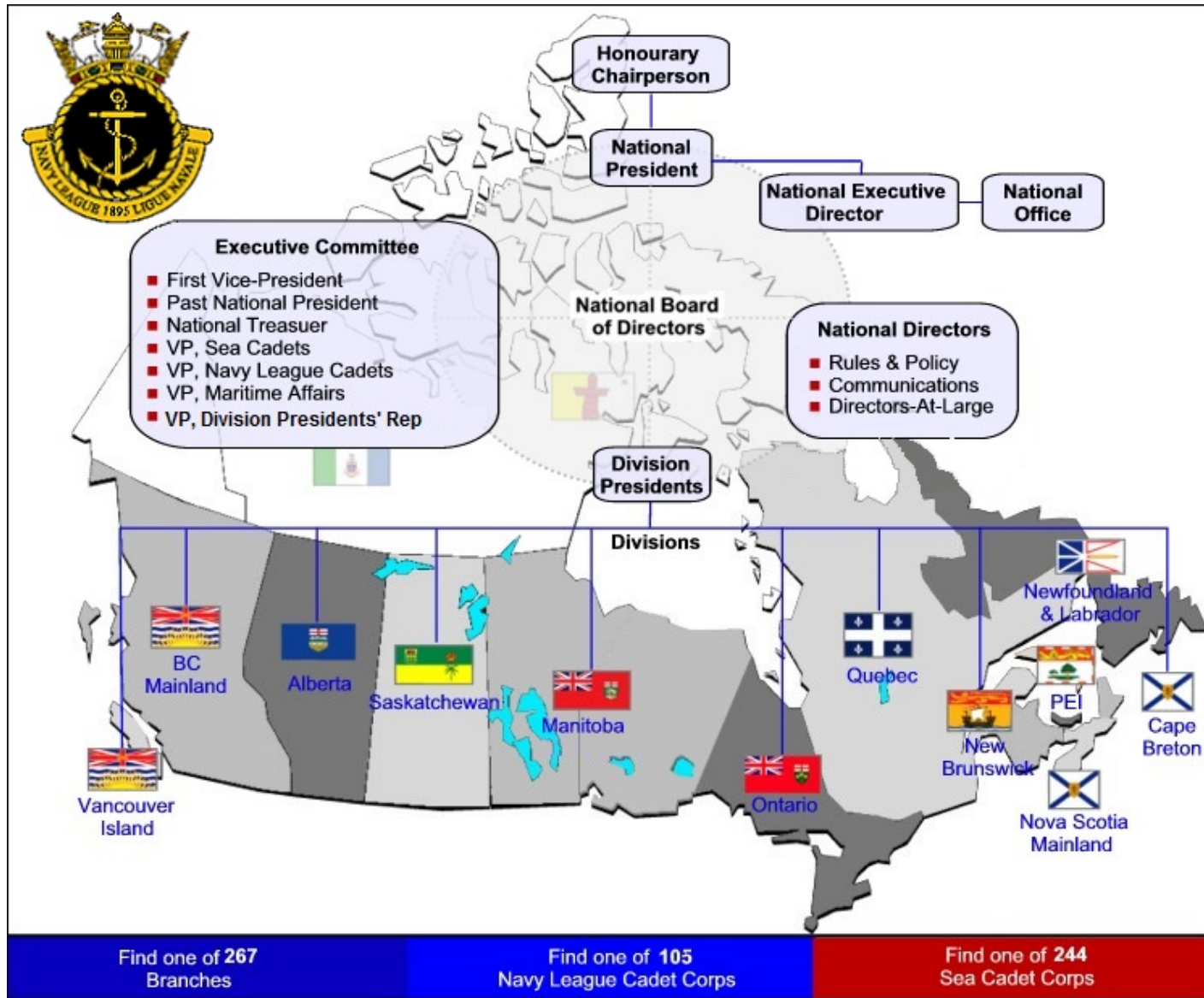


# The Navy League of Canada

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Branch  
Organization



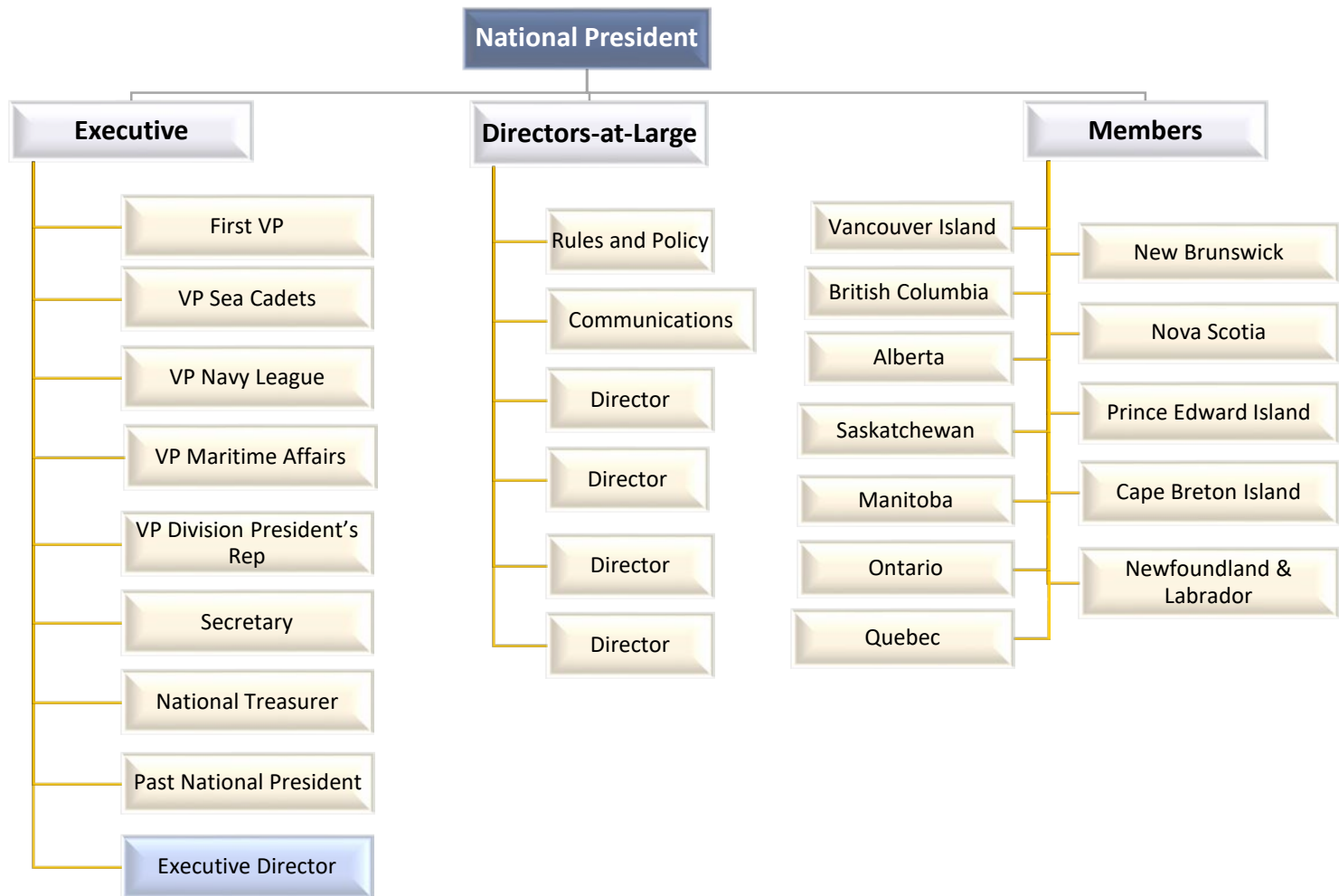


Find one of **267**  
Branches

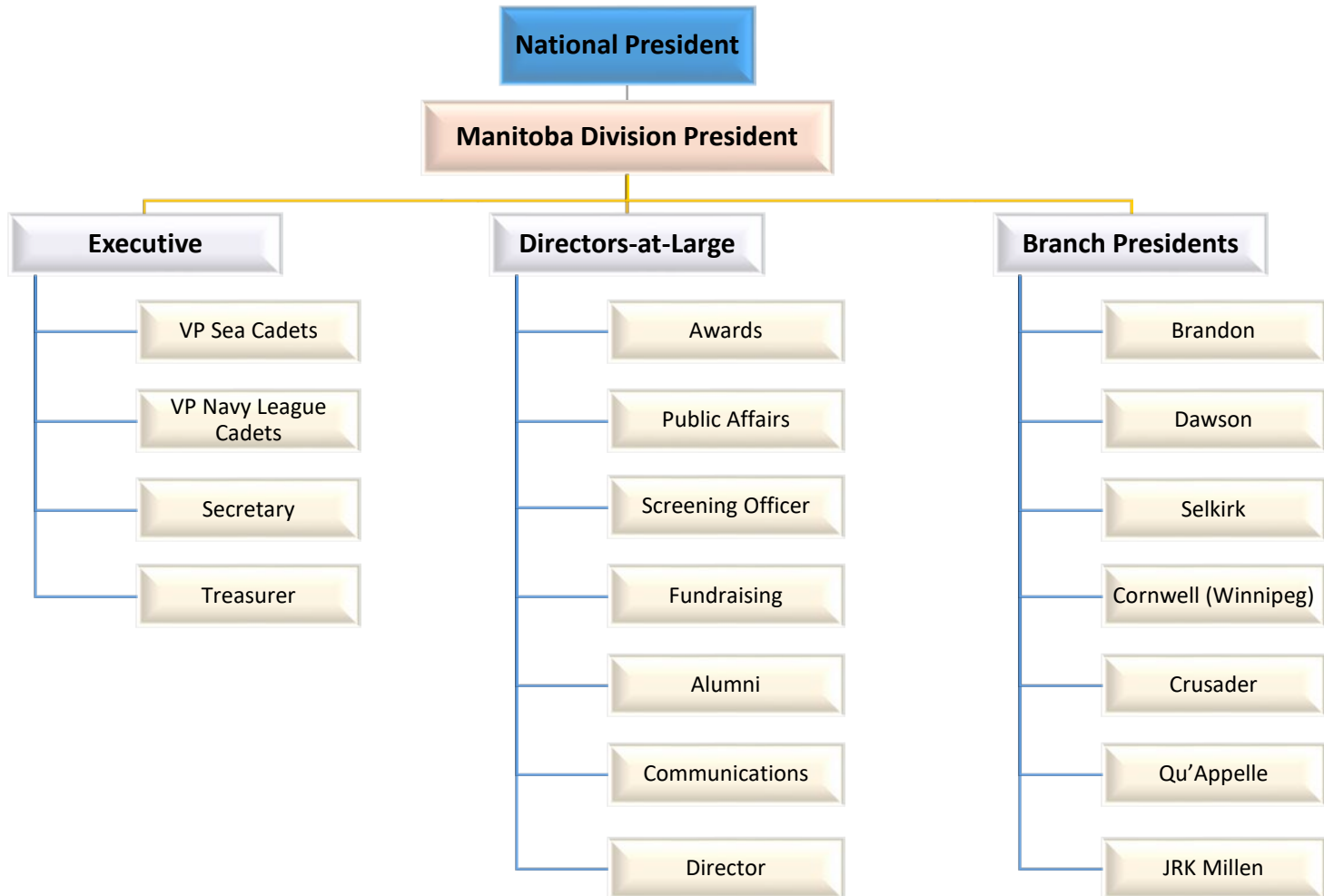
Find one of **105**  
Navy League Cadet Corps

Find one of **244**  
Sea Cadet Corps

# The Navy League of Canada



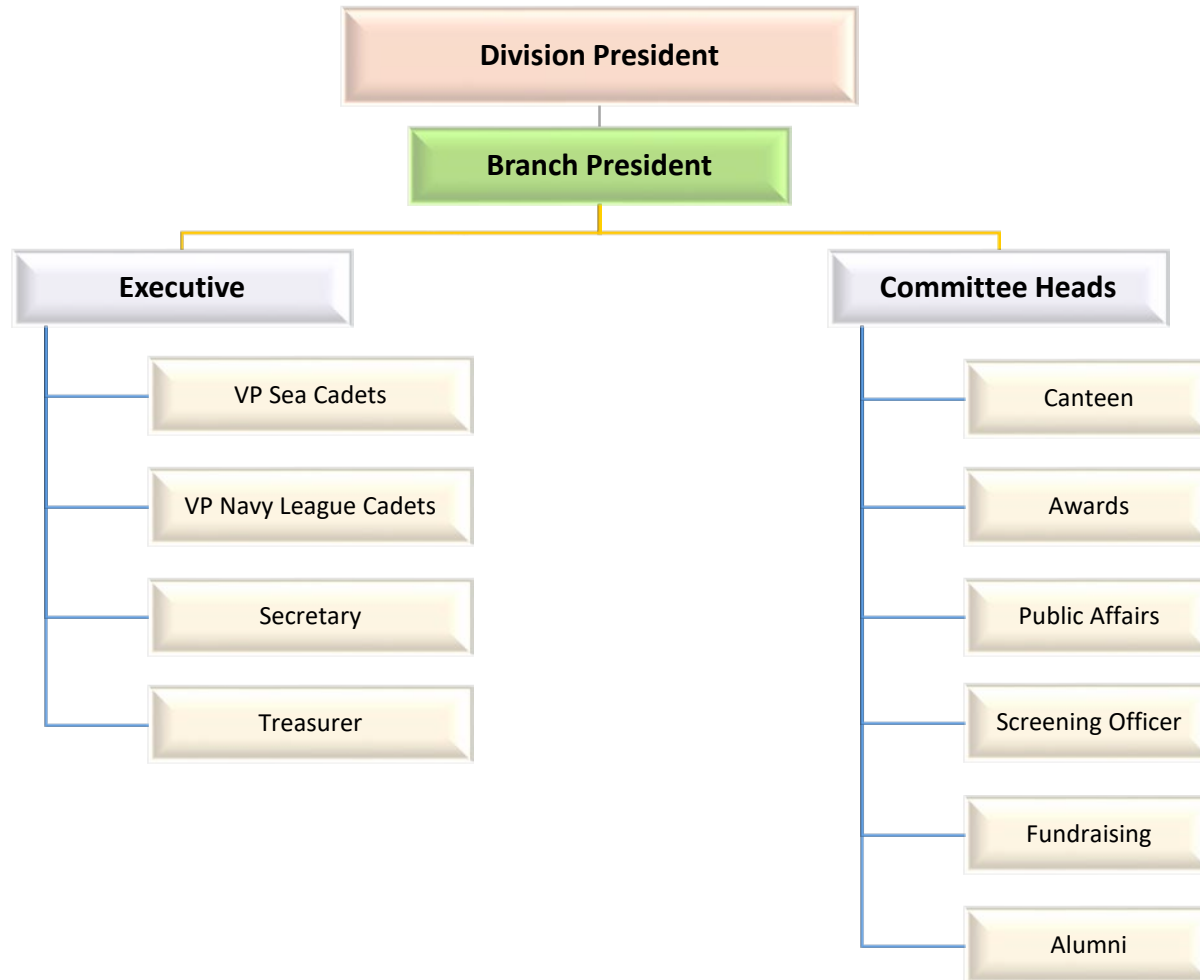
# The Navy League of Canada Manitoba Division



# The Navy League of Canada Manitoba Division



# The Navy League of Canada Manitoba Division



## Branch Responsibilities

To be effective ,the Branch must hold meetings, keep records (minutes) of its activities, submit a budget and other reports to Division, liaise regularly with its Cadet Corps and authorize the extra-curricular activities of the Corps.

## Branch Responsibilities

There are several things that a Branch is expected to do if it is going to "conduct the affairs of the Navy League" properly. Its biggest jobs are recruiting and fundraising. Recruiting members who will pay a membership fee will raise funds, but it will also help find members for the Branch Executive (your successors), Corps Officers, and cadets.



## Branch Responsibilities

A Branch also have some specific responsibilities for Sea Cadet Corps which are required by the National Defence Act and associated regulations. These include: keeping accurate financial records (audited annually), recommending the formation and disbandment of Corps recommending people for enrolment, promotion and release as Corps Officers and Instructors; recruiting cadets and providing suitable accommodation and equipment not available from DND for the Corps.

## Branch President / Vice Presidents

As the senior League official(s) in the Branch, the President must ensure that he/she is kept informed of all Navy League and Corps activities in the community.

Branch  
President /  
Vice Presidents

He/she directs the activities of the Branch and presides over Branch meetings.

He/she is responsible to the Division for all functions of the Branch.

Branch  
President /  
Vice Presidents

Thus, all contacts outside the Branch (especially with Division) must go through the President.

Vice-President(s) help the President and act(s) for him/her in his or her absence.

## Secretary

As the name implies, the Secretary is normally the person responsible for the majority of the administration of the Branch. He/she maintains Branch records, takes minutes of meetings, and handles Branch correspondence.

## Treasurer

The Treasurer is responsible for the maintenance of the Branch financial records, including receipts for expenditures, bank statements, etc.

He/she prepares and submits annual budgets and financial reports for forwarding to Division and issues cheques for approved expenditures.

## Committee Chairs

There may be as few as one, or as many as desired, committees within a Branch.

Each may have one, or several, members depending on its activity level and the number of members willing to serve on it.

## Sea Cadet Committee

The Sea Cadet Committee is usually the most active part of a Branch and its Chairman must be a central figure in Branch activities.

The League/DND partnership entails several obligations which are channeled through this Committee.



# Sea Cadet Committee

- **Compliance with Navy League By-laws, applicable DND orders, and any other instructions from higher authority;**
- Submission of an annual budget for the Corps;
- Arranging for local transportation for Corps activities when not available for DND;
- Effective liaison with the Branch and community; and,
- In cooperation with the Corps Commanding Officer:
  - Selection of cadets for scholarships, cruises, courses, exchanges, etc.
  - Arranging recreational activities and citizenship training to support DND cadet training; and,
  - Ensuring Navy League and DND property is properly accounted for and maintained.

# Navy League Cadet Committee

- This committee is responsible to the Branch for:
  - **The operation of the Navy League Corps;**
  - Compliance with Navy League By-laws, Cadet Regulations and other instructions of higher authority;
  - Provision of adequate training accommodation, facilities, and secure storage for equipment and supplies;
  - Ensuring that an adequate supply of uniforms, training aids and materials is available to the Corps; Effective liaison with the Branch;
  - Submission of an annual budget for the Corps;
  - Authorization of all Corps extra-curricular activities approved by the Branch; and

# Navy League Cadet Committee

- In cooperation with the Corps Commanding Officer:
  - Recruiting cadets;
  - Selection of officers for appointment and promotion;
  - Ensuring that the training, discipline, morale and attendance are maintained at a high standard;
  - Provision of recreational activities and citizenship training in addition to regular Corps activities ; and,
  - Ensuring that Navy League material and property are properly accounted for and maintained.

Sea Cadet  
and  
Navy League  
Cadet  
Committee

All contacts between Branches and Corps must be made through the appropriate Committee Chairman AND Commanding Officer, and each must keep the other fully informed in order to preclude any misunderstandings

## Other Branch Committees

Branch "committees" or individuals could also be assigned responsibility for any other following: Awards , Band, Boats, Camps, Community Service, Entertainment, Fund Raising, Maritime Affairs, Membership, Property, Public Relations, Sports, Transportation, Tours, Water Safety, etc.

# Resources:

- NL 18 – National Bylaws
- NL 21 – Administrative Orders
- NL 33 – Branch President Guide
- NL 64 – Relationship Guide: Navy League Cadet Corps
- NL 65 – Relationship Guide: Royal Canadian Sea Cadet Corps
- Call to Order





The Navy League of Canada

Manitoba Division

Home Division Cadet Corps Join Us Publications Events Donate Contact Us



## Division

The Manitoba Division of The Navy League of Canada supports the Navy League and Sea Cadet corps in the province of Manitoba through

# Manitoba Division Forms & Publications

The following is a menu of forms and publications that are useful to the Manitoba Division of The Navy League of Canada, its Branches and Cadet Corps.

## Forms

[AGM Nominations to Council 2018 \(fillable form\)](#)

[Certificate of Insurance Request Form](#)

[Donation Form](#)

[League Insurance Claim Form](#)





All Navy League forms have been updated in accordance with our Information Protection and Privacy Policy. If you notice any errors or have difficulty using these forms, please contact our National Office.

<a href="#">Call To Order Meeting Rules and Procedures for Non-Profit Organizations</a>	<a href="#">PDF</a>
<a href="#">NL(8)E Navy League Cadet Regulations December 2012</a>	<a href="#">PDF</a>
<a href="#">NL(18)E Bylaws of The Navy League of Canada April 2014</a>	<a href="#">PDF</a>
<a href="#">NL(20)E Terms of Reference – National Board of Directors June 2015</a>	<a href="#">PDF</a>

- [Navy League](#)
- [About](#)
- [Organization Structure](#)
- [National Board of Directors](#)
- [Navy League Divisions](#)
- [Our History](#)
- [Past Presidents](#)
- [Significant Dates](#)



# Questions

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