

2013

Relationship Guide

NL 64 E

*A guide to the responsibilities between a Branch President and a
NL Cadet Commanding Officer.*



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Forward

This document describes only the working relationship between the Branch President and the Navy League Cadet Corps (NLCC) Commanding Officer. Both individuals have many responsibilities within their own sphere of experience and area of concern that are articulated in the Navy League of Canada Regulations and Bylaws.

It is recognized that the Branch President and the Navy League Cadet Corps CO must also establish a working relationship with the Royal Canadian Sea Cadet Corps (RCSCC) Commanding Officer. These interactions are somewhat different from the NLCC, in that the RCSCC is jointly sponsored by the Department of National Defence and the Navy League of Canada.

Since the relationship between the Branch President and the NLCC Commanding Officer is completely internal to the League, this document will deal only with that relationship.

Both Branch Presidents and NL Corps Commanding Officers are encouraged to seek more detailed and up to date information on the National website – www.navyleague.ca - where publications with information on bylaws, administration and training may be found.

Acknowledgments

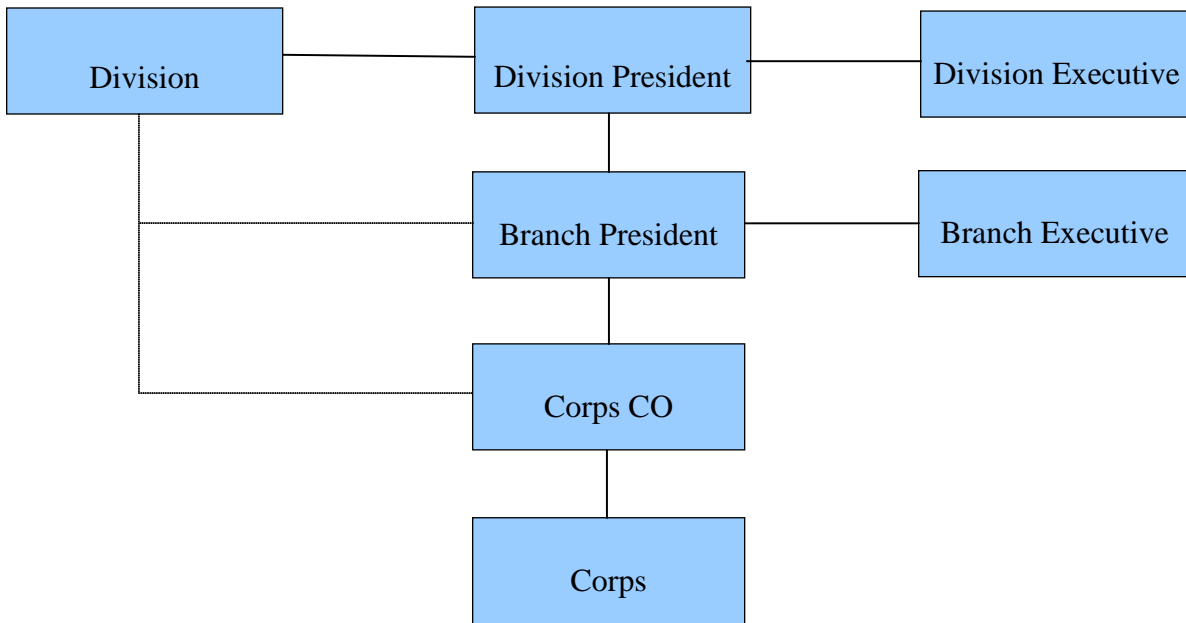
Many thanks go to the Quebec Division of the Navy League of Canada for providing and publishing the basis for this guide in their previous Division publications. The insight and knowledge of those responsible for the original material produced by Quebec Division is greatly appreciated.

Chapter 1: Where Do We Fit In?

The make up of the Leadership Team

1. The Branch President is responsible directly to the Division President for the governance of the local Branch, and for the supervision and direction of the Navy League Cadet Corps (NLCC). The Branch President directly takes charge of all Branch activities and personnel, directing and leading all functions of the Branch through the elected and appointed chairs of each committee. The Branch President maintains oversight of the Navy League Cadet Corps through the Corps Commanding Officer. The Branch President is concerned with the governance of the local Navy League of Canada operation in its entirety. For more detail, see NL 35(E) Chapter 4.
2. The NL Corps Commanding Officer is responsible directly to the Branch President for the operation of the Navy League Cadet Corps, supervision of personnel and administration of the corps and its training program. The Corps Commanding Officer is concerned with being the direct authority over all corps officers and cadets, the corps training program and budgetary accounting of corps activities, all of which must be reported to the Branch President, or the Branch President's Representative, on a regular basis. For more detail, see NL 35(E) Chapter 5.
3. The Branch President and the Corps Commanding Officer are to work in a collaborative and positive manner in order to achieve the aims and objectives of the Navy League of Canada. By working together in a professional manner, Branch and corps activities will interact in the best possible way affording the best opportunity for the cadets over the long term.

4. Organizational chart outlining the hierarchical structure of a NLC Corps.



Chapter 2: Sharing of Responsibilities

Branch

Reference (and for more information): NL (35)E Chapter 4.

1. We use the term "Branch" to designate the local civilian group working on the committee in a Navy League of Canada Branch that supports the cadet corps. The Branch Executive designates a group of individuals forming a committee, whose purpose is to provide for a corps. The Branch may be formed using cadet parents, business leaders, former cadets, community members, etc.
2. The Branch's goal is to represent the Navy League of Canada and the cadet movement within the local community to ensure there is local support essential to the needs of the cadet corps, to provide support and make the necessary support arrangements for the activities of the cadet corps.
3. All Branch members are jointly committed to the purposes, objectives and the responsibilities of the Navy League of Canada.
4. Members will ensure compliance with the sharing of tasks and responsibilities between Branch and Corps staff and will bear no direct intervention that is beyond the scope of their duties.
5. The Branch must ensure, in conjunction with the Commanding Officer, that potential activities available to cadets are beneficial for them and that they respect the spirit of the Navy League of Canada.

Corps Staff

Reference (and for more information): NL (35)E Chapter 5.

6. Corps staff members are under the authority of the Corps Commanding Officer. Staff composition may be formed of the following members:
 - a. Navy League Officers of the Navy League of Canada;
 - b. Civilian Instructors designed to fill the positions of officers for the conduct of corps activities;
 - c. Screened Volunteers working with the corps administration or training cells.

7. The Commanding Officer is the person who manages the corps staff of the NLCC. The CO and the staff implement the training and administration of the NLCC. The Branch President must be kept informed and must issue recommendations on personnel transactions in the NLCC.
8. The Commanding Officer is responsible for ensuring that all staff in contact with the cadets have a current Volunteer Screening check.
9. The Commanding Officer must ensure that all staff in contact with the cadets received the required training to be an Officer of the Navy League of Canada, a Civilian Instructor or Volunteer.
10. The Commanding Officer and staff are charged by the Navy League of Canada to establish and conduct the training program for Navy League Cadets ensuring compliance with the various standards promulgated and for the proper use of loaned equipment.
11. The Commanding Officer and staff of the corps will ensure compliance with the sharing of tasks and responsibilities between the Branch and Corps.
12. Specific operating procedures of the Branch are described in the Navy League Regulations and Bylaws. The President and Commanding Officer are invited to exchange information within their specific references when the need arises.
13. Members of the Branch and Corps Staff must comply with regulations issued by the Navy League of Canada. They must keep themselves informed, through constant and mutual dialogue, of the different situations that may affect the support of the NLCC.
14. Cooperation between the two parties is essential to the smooth running of the Branch and Corps regardless of the level we are serving at. The cadet must be able to appreciate this cooperation since the quality of training he/she receives is strongly influenced by the relationship between the Branch and the Corps.

Conflict Resolution

Reference (and for more information): NL 21(E) Article 2.08

15. Conflict resolution at the lowest possible level remains the preferred approach and must be accomplished at the Branch and Corps level. When all reasonable efforts have been made, the Division must be consulted. At any time, cadets must be kept out of the disputes regardless of its nature. It must be remembered though, that in any dispute amongst the adults, it is usually readily apparent to the cadets in spite of best efforts to

keep them shielded from it. For this reason, disputes must be dealt with in a professional manner and with expediency.

16. If there is a conflict that affects the functioning of the Branch or the NLCC, the President is responsible for initiating a resolution process.

An informal process of dispute resolution is one that aims at shifting discussion from the generally rules based position or demands of the respective parties to their underlying interests, needs, hopes, and concerns while still respecting each other and the policy framework within the individuals operate. Both parties are expected to make every effort to act in a spirit of cooperation in order to resolve issues and reach a solution. Parties engaged in this interest-based process have more control over the discussion and the outcome. This first step of an informal dispute resolution has many benefits:

- The need to identify the underlying causes of conflicts
- The resolution must be flexible and effective
- Allows for those involved to create their own durable solutions

Will foster the continuation of good working relations in the Branch

Situations that involve interpretation of interpersonal communications or matters requiring some clarification between people may be quickly and effectively resolved if the parties are able to raise issues in a non threatening matter, listen to each other's point of view, and recognize their contribution to the situation. Working with this model, most conflicts of differences of opinion at the local level can be resolved through the outlined informal process. The informal process for resolving disputes is a proven, effective approach that minimizes the negative impact of conflict. A positively managed conflict will result in more collegial relationships that promote productivity and the well being of the Staff. This is often a key factor in determining whether members and volunteers will retain their membership or leave. It is expected that most conflict or difference of opinion at the Branch level can be resolved through this informal process.

17. If the informal process of dispute resolution at the local level does not resolve the conflict, then it might be necessary to involve a third party. This process should only be engaged when numerous attempts of the informal process have been attempted without resolution. At this stage, the Division should be involved in assisting the Branch President with the selection of a third party mediator. At the mediation meeting, both parties will have an

opportunity to describe the situation or problem as they see it. At this level of conflict resolution, most conflicts can still be resolved simply by involved parties working with a mediator by:

- Listening to all sides of the conflict and ensuring confidentiality and fairness;
- Organizing the facts and analyzing them; and
- Listing several solutions, trying to identify what changes would help resolve the problem

When a resolution has been reached by the parties with assistance of the mediator, a solution process should be implemented, establishing controls to indicate progress and evaluating the outcome.

When resolution of a conflict reaches the stage of formally requiring a third party, then one should record the outcome of the mediation. This document sets out all the commitments that the parties are prepared to make, outlines the final settlement of the issues resolved through mediation, and includes provisions for monitoring and/or follow up of the implementation of the agreement by the parties. All parties involved should sign and date the agreement. A copy should be held by all parties involved in the mediation process, and at the next higher level within the League.

18. The Bylaws of The Navy League of Canada include the necessary information for the appeal of a decision taken by the organization regarding an individual. This guideline to the resolution of conflict does not change or amend the formal appeal process. For more information, see NL 21(E) Article 2.08, NL 18(E) Article 3.3, and NL(E) 8 Article 4.14.

Chapter 3: Division of Responsibilities

Please note that these responsibilities fall under the leadership of the President and Commanding Officer, but can be delegated to an appropriate person or persons within their chain of authority or command.

A. Accommodation (Local)

PRESIDENT	COMMANDING OFFICER
1. Make the necessary arrangements within the community to find premises to meet the necessities of the corps. (Office space, secure storage, classes, parade area, etc.).	1a. Determine and justify local needs in relation to the program by providing a rational requirement for sufficient and reasonable spaces for the corps considering local availability.
2. Take the necessary legal arrangements if necessary. Take responsibility for signing documents with the owners and pay the costs associated with the use of the premises.	2a. Assist the Branch, as asked, in negotiations for premises.
3. Oversee the orderly use of the premises by the corps through the Corps CO.	3a. Ensure the orderly use of the premises and ensure that there is no damage or inconvenience to the owners and other users. Notify the Branch of any problems caused by the use of the premises.

Notes:

1. The Commanding Officer may suggest to the Branch a particular site if he/she believes it can meet the needs required.
2. The Branch will contact the owner or Property Manager for any questions regarding the use of local space.

3. The President may request the assistance of the Commanding Officer to make necessary arrangements. **The Commanding Officer must not engage in the reservation and rental of premises.**

B. Finances

PRESIDENT	COMMANDING OFFICER
1. Organize and conduct fundraisers. Consider the ideas and suggestions of the Commanding Officer for these activities.	1a. Provide assistance to the Branch by encouraging staff and cadets to assist in any fund raising campaign and participate in the activity.
2. Make the necessary presentations to sponsors and donors.	2a. Be ready to welcome donors and answer their questions.
3. Submit a receipt for the donation for tax purposes as required.	3a. Submit all fund raising monies to the Branch for accounting and safekeeping.
4. Thank and invite donors to Cadet events.	4a. Assist in hosting donors at Cadet events

NOTES:

Whenever possible, do not constantly use the cadets for the solicitation of funds. It is recommended that cadets participate in no more than three **major** annual fund-raising campaigns. **The Commanding Officer and his staff must not be in a situation where they are the custodians of the funds raised.** ALL funds are to be held by the Branch for use in support of the corps activities.

“Corps Activities” includes all training, excursions, community events and costs incurred by the corps through use of the premises (telephone, heat, lights etc).

Reference and for more information: NL(E) 8 Section 9.2

C. Budget

PRESIDENT	COMMANDING OFFICER
1. Review the Annual Budget submitted by the Commanding Officer and subsequently approve and support the selected projects in a timely manner.	1a. Prepare an Annual Budget that acts as a cost estimate for the activities and operations planned for the training year according to the mandatory instructional program and any additional instructions. Do the same for optional activities. Planning must be submitted to the Branch in the July/ August period but no later than August 30. The earlier the better.
2. Consult with the Commanding Officer on all matters requiring review of the submitted budget.	2a. Work with the Branch when any point of the submitted budget requires a revision.
3. Determine a strategy to cover the anticipated cost.	3a. Help the Branch plan and execute a strategy to cover the anticipated cost.

NOTES:

Reference and for more information: NL(E) 8 Section 9

D. Financial Management

PRESIDENT	COMMANDING OFFICER
1. Take responsibility for the financial commitment to the cadet corps, and the Branch.	1ab. Notify the Branch of necessary expenses made against the approved budget.
2. Account for the funds. Ensure the relevance of expenditures. (See note).	2a. Provide the Branch with any claims or other receipts for the cadet corps.
3. If authorized by the Branch, provide a petty cash float to the Commanding Officer to cover day to day minor expenses.	3a. If a petty cash fund is authorized by the Branch, the expenses must be pre-authorized and receipts must be forwarded to the Branch.
4. Ensure that funds are safe and a Branch member is appointed to the physical handling of funds raised through fund raising or when money is to be spent during activities.	4a. Ensure that all funds raised are submitted to the Branch for accounting and banking on behalf of the corps for corps activities/support.
5. Take the necessary steps required for negotiation and payment when buying goods and services.	5a. Prepare an evaluation for the Branch of the expected cost for the purchase of specific goods for the Corps.
6. Regularly inform the Commanding Officer of the financial statements and ensure maximum transparency. The financial statements must be updated and submitted each month.	6a. Regularly inform the Branch President on the status of the approved budget and expenditures to ensure maximum transparency. The budget statements from the corps must be submitted each month to the branch.
7. Inventory and ensure the equipment belonging to the corps and the Branch are accounted for.	7a. Ensure all inventory held by the corps on behalf of the Branch is accounted for.
8. Be available to address requirements as they arise.	8a. Be available to address requirements as they arise.

NOTES:

1. The funding is intended to cover various expenses related to the education and motivation of cadets, their activities and their presentation to the public. The President and the Commanding Officer must work together to ensure that available funds are spent in the best interest of the cadets and the Navy League of Canada.
2. Both the Branch President and the Commanding Officer must carry out the activities planned and authorized early in the training year so as to not disappoint the cadets. The cancellation or postponement of expenditures already approved for activities should be done only for compelling reasons and cadets must be informed of these cancellations or postponements as soon as possible.

Reference and for more information: NL(E) 8 Section 9.1-3; NL(E) 61

E. Public Relations (promoting the program)

PRESIDENT	COMMANDING OFFICER
1. Represent the Branch and Corps in public and organize the distribution of information to the public.	1a. Assist the Branch by participating in organized public activities.
2. Communicate with media outlets the various events of importance regarding the corps and its members. (Awards, summer camps, competitions, special events).	2a. Provide the Branch with the necessary information on training at the corps and the corps activities or other significant events for release to the media.
3. Organize public events for the corps to participate in.	3a. Support the Branch's efforts in organizing the cadets for public appearances and accompanying the Branch members at formal meetings if they so desire.
4. Solicit parents to volunteer for cadet activities or for the various events and activities that the Branch is responsible for.	4a. Direct parents toward opportunities to volunteer with the Branch related to his/her competency.
5. Utilize parents and volunteers whose expertise will assist in the advertising of corps events and activities.	

Reference and for more information: NL(E) 34

F. Recruiting

PRESIDENT	COMMANDING OFFICER
1. Coordinate the information campaign to recruit new cadets, new staff, new volunteers and new officers.	1a. Assist the President in developing and executing the recruiting campaign.
2. Advertise recruiting in the media showing the benefits of the cadet movement.	2a. Support the recruiting campaign by organizing visits to schools and ensuring a presence in kiosks and other information booths.
3. Seek and use the necessary publicity material for the recruiting campaign.	3a. Provide any recruiting material that would assist the Branch in a publicity campaign.
4. Welcome the parents and cadets with the help of a branch representative during the cadet parade night and make a brief statement of the purpose of the cadet movement and its organization. Provide an information evening with the Commanding Officer.	4a. Welcome the parents and cadets and give them a brief summary of the training program and activities offered by providing an information evening for them with the president or branch representative. Work with the Branch to register and create individual files of parents and cadets.
5. Involve parents in volunteer activities for cadets during the various work that the Branch has responsibility for.	

NOTES:

Reference and for more information: NL(E) 8 Section 2.6; NL(E) Article 2.32(c)

G. Official Hosting Opportunities

PRESIDENT	COMMANDING OFFICER
1. Establish and foster relationships with key dignitaries and local community leaders (MPs, mayors, city councilors, school commissioners, agency heads, business leaders, etc...)	1a. Support the Branch efforts to foster good relations with local dignitaries and others by liaising with the Branch President to attend meetings and facilitating access to the cadet corps by invitation.
2. Invite dignitaries and local leaders during special ceremonies or activities of the Navy League of Canada, welcome them and present them to the corps staff while showing them the premises. Highlight their presence and their contribution to the corps as appropriate.	2a. Ensure the invited dignitaries are welcomed and receive all due respect appropriate to their status within the community.
3. Promote opportunities where the benefactors of the cadet corps will be thanked for their efforts (Thank-you letters, certificates, entry into the programs, discounts or awards presentations, etc.).	3a. Work closely with the Branch in order to promote these opportunities and assist in the drafting of letters of appreciation.
4. Represent the corps by attending various meetings or other activities in the community.	4a. Be available at the meetings held by the Branch. Attend in uniform when required.

H. Administration

PRESIDENT	COMMANDING OFFICER
1. Oversee and direct the normal administration of the Branch.	1a. In charge of the general administration of the cadet corps, as provided in references.
2. Inform the Commanding Officer of any correspondence received, affecting cadets or administration of the cadet corps.	2a. Reply to and communicate to the Branch, any relevant information as soon as it is received.
3. Make available, and encourage the use of, all publications and guidelines.	3a. Make available, and encourage the use of, all publications and guidelines.
4. Maintain nominal rolls and update the national membership database on a regular basis.	4a. Provide nominal rolls of cadets and officers to the President no later than September 30 including name, parent's names (for cadets), address, telephone number, date of entry. Updates will be sent upon arrival of new cadets and officers (for insurance and membership database).
5. Conduct Volunteer Screening and maintain a nominal roll of all screened volunteers, re-screening volunteers as the need arises.	5a. Ensure all corps staff are screened and updated as required. Work with Branch President to achieve this.

NOTES:

Reference and for more information: NL(E) 18; NL(E) 8 Section 2; NL(E) 8 Section 10.4; NL(E) 35 Chapter 7

I. Supply

PRESIDENT	COMMANDING OFFICER
1. Negotiate for and purchase the goods and services required for execution of the corps training plan.	1a. Ensure control and proper use of equipment loaned or provided.
2. Take the necessary steps and put in place agreements to obtain any loan of equipment or services from businesses or local agencies in support of Branch and corps activities.	2a. Maintain an updated inventory of all Branch owned materiel and equipment in use by the corps. Provide this list to the Branch annually.
3. Maintain an inventory and identify equipment acquired by the Branch.	3a. Conduct cadet uniform issue and uniform retrieval when required.

NOTES:

The Commanding Officer is responsible for the use of the equipment entrusted to him/her, and material or equipment made available to corps staff and cadets.

Reference and for more information: NL(E) 21 Section 3.05-07; NL (E) 241; NL(E) 8 Section 10.4

J. Corps Officers, CIs and Volunteers

PRESIDENT	COMMANDING OFFICER
1. Produce, review and forward documentation for transactions regarding Branch staff and volunteers. Forward documentation for Corps Staff to Division.	1a. Produce documentation for transactions of Navy League Officers, Civilian Instructors and Volunteers with the corps (recruitment, promotion, transfer and release). Forward to the Branch for processing.
2. Provide the necessary recommendations as required by the Navy League of Canada Bylaws and Regulations and forward them to the Division.	2a. Provide the necessary recommendations as required by the Navy League of Canada Bylaws and Regulations and forward them to the Branch President.
3. Introduce personnel under the responsibility of the president to the Commanding Officer and staff officers.	3a. Introduce personnel under the responsibility of the Commanding Officer to the President and the Branch Executive.
4. Actively and jointly with the Commanding Officer, search for new members as required and introduce them to the Commanding Officer.	4a. Actively and jointly with the Branch, search for new adult leaders as required and introduce them to the Branch.
5. Confidentially communicate to the Commanding Officer, according to the communication channel provided, any situation regarding personnel that involves misconduct, professionalism, personal involvement, extraordinary commitment etc.	5a. Ensure the competence and professional conduct of all corps staff, making recommendations to the Branch regarding conduct and commitment.
6. Work with the Commanding Officer to plan successors to each position within the corps.	6a. See that a relief is prepared at all levels of staff. Ensure the training of the officers; assess the individual performance of each, advise and guide as required. Work with the Branch to ensure a succession plan is in place.

NOTES:

1. The Commanding Officer must form a team which will work in harmony and should, whenever possible, be afforded his/her choice of staff as they are available.

Reference and for more information: NL (E) 8 Section 4

K. Instruction

PRESIDENT	COMMANDING OFFICER
1. Ensure that the program offered meets the goals of the Navy League of Canada and is beneficial to the cadets. Talk with the Commanding Officer when in doubt.	1a. Develop and present the program overview to the Branch in accordance with the established standards and explain the goals, referring to the budget if necessary.
2a. In agreement with the Commanding Officer, organize other activities (recreational or social) not included in the mandatory program and be expected to have a presence wherever possible.	2a. Consult with the cadets, corps staff and with the Branch, for preferences for activities to be held in the future.
3. Delegate the daily instruction of cadets and officers to the Commanding Officer.	3a. Assist the Branch in organizing activities for cadets and ensure the participation of corps staff if necessary.

NOTES:

Reference and for more information: NL(E) 8 Section 6; NL 220

L. Assessment of Cadets

PRESIDENT	COMMANDING OFFICER
1. Learn the process recommended by the Commanding Officer. Talk with the CO when in doubt.	1a. Review and consult with corps staff regarding how to assess the Navy League Cadets.
2. Discuss and support the merits of award candidates with the Commanding Officer	2a. Provide the Branch the method in which the cadets will be assessed.
	2b. Account for the academic results obtained for each cadet evaluated.
3. Be aware of how the corps will promote cadets and provide feedback to the corps CO. The Corps CO will be responsible for promoting cadets.	3a. Announce to the Branch and Cadets at the beginning of the training season, the criteria used to award promotions and gather comments from the Branch on candidates.
4. Attend the award selection board with the CO and attend awards ceremonies.	4a. Invite a Branch Liaison to attend the selection of awards candidates.
	4b. Evaluate each candidate and assign promotion necessary in consultation with staff.
	4c. Communicate to the Branch the names of cadets promoted.

NOTES:

Reference and for more information: NL(E) 8 Section 6; NL 220

M. Honours and Awards

PRESIDENT	COMMANDING OFFICER
1. Learn the process provided by the Navy League of Canada and consult the Division and Division Commander.	1a. Follow instructions issued by the Navy League of Canada and the Division Commander ensuring the eligibility of candidates, compliance with the process of nomination and a records check.
2. Ensure the process of choosing the candidates and the order of priority is fair to the cadets.	2a. Provide the Branch with the way in which the cadets will be assessed and chosen.
3. Make comments about the candidates, to the Commanding Officer. The Commanding Officer will select and provide the candidates.	3a. Provide the Branch with parent contact information, cadet records in support of the awards and recommendations for the award.
4. Ensure awards applications are complete and have all supporting documentation included. The complete application package should be able to compete with other applicants without further elaboration.	4a. Provide the Branch President with complete documentation, letters of support and written recommendations for each award applicant.
5. Ensure all procedures above are applied to Officer, CI and Volunteer awards.	5a. Ensure all procedures above are applied to Officer, CI and Volunteer awards.

NOTES:

Reference and for more information: NL(E) 8 Section 5.6

N. General Discipline

PRESIDENT	COMMANDING OFFICER
1. Support the Commanding Officer in implementing the regulations regarding corps activities and ensure that all members observe the instructions of the Navy League of Canada and the cadet corps standing orders.	1a. Promulgate Corps Standing Orders and implement the guidelines as prescribed in the NL 8.
2. Implement and enforce regulations and policies applicable to members of the Branch and executive.	2a. Take no part in the implementation of Branch member and executive regulatory activities.
3. Communicate to the Commanding Officer any situation of concern so that he/she can respond appropriately. Ensure appropriate behavior between Branch members or visitors and staff members/cadets.	3a. Ensure appropriate behavior between staff members/cadets and Branch members or visitors.
4. Establish consultation with the Commanding Officer whenever a disciplinary case is reported.	4a. Ensure that cadets are subjected to sustained mentoring, taking into account their age and needs within the movement.
5. Consult the Division depending on the severity of the case. Inform Division of any dismissals from the corps as a result of disciplinary action.	5a. Document each case and inform parents of any major disciplinary cases involving their child. Inform Branch President of such cases.
	5b. Make sure the staff and cadets follow the regulations and respect the rank structure.
	5c. Notify the Branch President of each case justifying the rejection/dismissal of a cadet, and interviews held with parents.
	5d. Annotate the record of the cadet.

	5e. Confidentially inform the president of any major disciplinary case against a member of corps staff.
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NOTES:

1. Ensure that all members of the Branch address any comments regarding corps personnel or cadets to the President, so that it can be communicated to the Commanding Officer. At no time will Branch members discuss these points with the corps staff and cadets or among themselves to staff or cadets. This function rests with the Commanding Officer.
2. Ensure feedback from corps staff is collected and communicated to the President. At no time will a cadet or staff member discuss these points with the Branch members or before the committee members unless directed to do so by the Commanding Officer or Branch President.

Reference and for more information: NL(E) 8 Section 5.7; NL(E) 8 Section 2.4.04

O. Coordination

PRESIDENT	COMMANDING OFFICER
1. Invite the Commanding Officer or a representative to attend the regular meetings of the Branch so that the Commanding Officer can inform the Branch of corps activities, corps administrative/financial requirements and to provide the CO with Branch needs to support corps activities.	1a. Attend regular Branch meetings to keep the Branch informed of corps activities or provide a liaison officer to provide this information.
2. Attend Corps Parade nights as invited to inspect, liaise and show support for the corps activities.	2a. Invite the Branch President or representative to review Ceremonial Divisions, view a regular parade night and attend special cadet activities.
3. Submit in advance, to the Commanding Officer, the points on which he/she might have to comment at Branch meetings to enable preparation of a response.	3a. Submit in advance, to the Branch President or Liaison Chair, points to be added to the meeting Agenda.
4. Give the Commanding Officer a copy of the minutes of previous meetings and financial statements.	4a. Review and confirm the accuracy of the Commanding Officer's portion of the minutes and financial statements.

NOTES:

1. Communication and information exchanges are encouraged between regular meetings in order not to overload them, to lessen unnecessary delays and maintain maximum efficiency between the parties.
2. Staff members of the corps can not be a Branch member.

3. The Branch may, with the consent of the Commanding Officer or on his/her request, invite any other officer or cadet to attend its meetings when the need arises. Any corps staff or cadets attending these meetings have no vote.
4. The assignments of roles and functions of members in planning, organizing and conducting the annual review must be done before the activity takes place.

Reference and for more information: NL(E) 35 Chapter 4 (A)

P. Branch Operations

PRESIDENT	COMMANDING OFFICER
1. Produce documentation for all transactions of Branch staff and volunteers.	1a. Produce documentation for transactions of Navy League Officers, corps volunteers and civilian instructors (recruitment, promotion, transfer and release)
2. Write the necessary recommendations as required under current Navy League procedures for NL Officers.	2a. Collect the recommendations made by the President regarding NL Officer Staff and submit documents to the Division Commander for processing.
3. Introduce personnel under the responsibility of the Branch President to the Commanding Officer and staff officers.	3a. Introduce personnel under the responsibility of the Commanding Officer to the President and the Branch.
4. Actively search for new members as required and introduce them to the Commanding Officer.	4a. Be on the lookout for potential Branch candidates and inform the Branch. These may commonly be found within the parent community at the corps activities.
5. Confidentially communicate to the Commanding Officer, according to the communication channel provided, any situation involving corps personnel regarding misconduct, professionalism, personal involvement etc.	5a. Ensure the competence and good conduct of all corps staff; make recommendations for all personnel issues to the Branch President. 5b. Confidentially communicate with the Branch President regarding concerns with branch members conduct.
6. Compile a succession plan with the Commanding Officer to ensure replacements are being trained/considered for each corps staff position.	6a. See that a relief is prepared at all levels of staff. Ensure the training of the officers; assess the individual performance of each, advice and guidance as needed.

NOTES:

Reference and for more information: NL(E) 35

Q. Interacting With Division

PRESIDENT	COMMANDING OFFICER
1. Responsible directly to the Division President for all Branch and local NLCC Operations.	1a. Responsible directly to the Branch President for all local NLCC operations.
2. Liaises directly with Division executive in matters relating to their portfolios – Finances, Sea Cadets, Navy League Cadets etc.	2a. Works through the Branch President or corps liaison chair to liaise any requirements with the Division Executive.
3. Liaises directly with the NLC Division Commander for advice and guidance on NLCC issues related to the cadet program, officer training and NLC procedures.	3a. Liaises directly with the NLC Division Commander and staff on NLCC issues related to their corps program, officer training and NLC procedures. The Corps CO must keep the Branch President apprised of interactions with the Division Commander.
4. Accepts advice and guidance from the Division Commander and takes direction from the Division President or his/her representative regarding any of these issues that require formal orders.	4a. Respects and accepts advice, training and guidance from the Division Commander and acts on orders given through the Branch President. Ensures all marks of respect are afforded to the Division Commander and Division Staff as officers of superior rank.

NOTES:

Reference and for more information: NL(E) 35.