

Terms of Reference

The Royal Westminster Regiment Association

Directors

Board of Directors

The Association has a Board of Directors which consists of a President, a Vice-President, Past President (ex-officio) and seven members. Of the seven members, three are filled by serving members of the Regiment.

The Commanding Officer of the active Battalion of the Regiment, or his representative from the Officers' Mess, a representative from the Warrant Officers' and Sergeants' Mess, and a representative from the Junior Ranks Mess shall be members of the Board of Directors.

The positions of Secretary and Treasurer are appointments made by the President (subject to ratification by the Board). These appointees have voting privileges. This means that the total number of the Board is then 12 members including the Past President who is ex-officio.

Duties of Directors

In accordance with the Societies Act of British Columbia;

“(1) A director of a society must, when exercising the powers and performing the functions of a director of the society,

- (a) act honestly and in good faith with a view to the best interests of the society,*
- (b) exercise the care, diligence and skill that a reasonably prudent individual would exercise in comparable circumstances,*
- (c) act in accordance with this Act and the regulations, and*
- (d) subject to paragraphs (a) to (c), act in accordance with the bylaws of the society.*

(2) Without limiting subsection (1), a director of a society, when exercising the powers and performing the functions of a director of the society, must act with a view to the purposes of the society.

(3) This section is in addition to, and not in derogation of, any enactment or rule of law or equity relating to the duties or liabilities of directors of a society.

(4) Nothing in a contract or the bylaws of a society relieves a director from
(a) the duty to act in accordance with this Act and the regulations, or
(b) liability that, by any enactment or rule of law or equity, would otherwise attach to the director in respect of negligence, default, breach of duty or breach of trust of which the director may be guilty in relation to the society.”

President

The President is in effect the Chief Executive Officer for the Association. It is the responsibility of the President to occupy the Chair at all meetings, to receive and put motions, to inform the Association of the proceedings since the last meeting and to cause the minutes and other

communications to be read; and shall sign the former. The President shall also inform the meeting of anything of interest, to the members.

Along with attending all Association functions, the President is expected to represent the Association at the following events;

- Remembrance Day Parade
- Soldiers Christmas Dinner
- Vimy Commemoration Cadet Parade
- Hyack Anvil salute (Victoria Day)
- Hyack Parade
- Bursary presentation at New Westminster Senior Secondary School

The President, at any meeting, shall enforce order and strict observance of all Bylaws of the Association. The President decides all questions of order, subject to an appeal to the meeting sustained by a majority of those present and in good standing. The President shall only vote in the case of a tie vote and will the right of giving the casting vote.

The President is responsible to call special meetings of the Society at any time at the request of the Board of Directors or of fifteen (15) members of the Society, giving due notice thereof and giving notice of the purpose for which it is being called, provided always that if the President or Vice-President be absent, any member of the Board of Directors shall be competent to call such meeting.

The President shall appoint the Secretary and Treasurer and any Chairs of all standing committees.

The President is an elected position and serves a one year term. Prospective candidates should consider being prepared to stand (subject to re-election) for a period of three years to provide continuity and experience for the Association.

The President should be a retired member of the Battalion to avoid any potential or perceived conflict of interest and normally served as a Director for at least two years.

Vice-president

The Vice-president is responsible for acting for the President if the President is unable to either chair a Directors meeting or represent the Association at an event or function. The position of Vice-president is normally the understudy for the position of President.

The Vice-president should be a retired member of the Battalion to avoid any potential or perceived conflict of interest and normally served as a Director for at least two years.

Directors - general

The Directors of the Board consist of both retired members and members from the active Battalion and are responsible for attending the monthly Directors meetings (except for July and August) and applicable events of the Association. Directors are expected to perform duties for

the Association as directed by the President. An example is the attendance at the Annual Ceremonial Review or annual dinner of the affiliated Cadet Corps on behalf of the Association.

Should any member of the Board of Directors be absent from three (3) consecutive meetings of either the Board of Directors, general meetings or special general meetings without a reasonable explanation satisfactory to the other members of the Board of Directors, the Director will, if a resolution to that effect is passed by the Board of Directors, cease to hold office.

Directors – unit reps

Directors selected to represent each Mess in addition to the above, are responsible to act as the liaison between the Association and members of their mess. The Officers' Mess rep is also required to keep the Commanding Officer advised.

Secretary

The Secretary shall keep all books, conduct of all correspondence, retain copies of all official letters, present all official documents and attend and take minutes of all meetings. At any other time as requested to do so, the Secretary is to perform such other duties as applicable. The Secretary is to give fourteen (14) clear notice days of all regular meetings.

The Secretary is also responsible for Membership and will maintain the Master Membership List. On line applications for membership (accessible on the website) are to be sent to the Secretary, who will review the application and submit it to the Board for approval. New members will be sent a letter and membership card by the Secretary.

Treasurer

The Treasurer is responsible for all funds belonging to the Association and will deposit same in the Association bank account. From the funds the Treasurer pays by cheque amounts directed by the Board of Directors and keeps regular accounts of income and expenditures of the Society. The Treasurer provides a financial report at each Board meeting and presents the financial statement to the Board of Directors at the annual general meeting for approval. The Treasurer signs all cheques, papers, documents, etc. which are to be countersigned by the President or Secretary.

The treasurer will prepare the invoice for annual memberships for the messes for serving members and one standard one to be sent out to non serving members.

Director – Accoutrements

The Director of Accoutrements is responsible for maintaining the inventory and ensuring that as appropriate it is restocked. The accoutrements of the Association consist of the following;

- Association Beret
- Cap Badge
- Division Patch – backing for the cap badge
- Association Tie
- Association Blazer Crest

Director – Web Master

The Director assigned responsibility for the Association website will ensure that the web site is kept up to date, that Association events are included in the calendar and that all the “hot links” are current.

Director – Media

The Director assigned the responsibility for Media will ensure the Association Facebook pages are kept up to date with items of interest and events the Association has scheduled or that members have requested be posted on the Facebook Fanpage (Public) or Facebook Group (Closed/Private). These pages need to be moderated to ensure there is nothing posted that would generate a negative view of the Regiment or the Association.

Director (s) – Cadet Liaison

A Director or Directors will be appointed to maintain liaison between the Association and the five (5) cadet corps affiliated to The Royal Westminster Regiment. Special attention should be given to any events that the Association can or should attend with a view to promote the role the Association has to perpetuate the history and traditions of The Royal Westminster Regiment.

The Director(s) will;

- maintain contact with the Cadet Corps via the Commanding Officer (or designated Officer)
- contact or visit the Cadet Corps each month during the training year
- keep the Board of Directors updated on activities of the Cadet Corps
- bring to the attention of the Board any issues of concern when assistance maybe required
- keep the Cadet Corps apprised of Association activities
- represent the Association at significant Cadet Corps events such as the ACR (Annual Ceremonial Review) parade
- encourage the Cadet Corps to submit articles for publication in the Groundsheet

Whenever possible, an Association member that also has Cadet Instructor Cadre (CIC) experience is recommended as this Director will be relied on to provide advice and guidance on the rules and regulations pertaining to Cadets.

Editor – Groundsheet

The Director or member of the Association assigned the responsibility for the Groundsheet will be the Editor of the Groundsheet. The editor is responsible for producing the three (3) versions (one prior to Remembrance Day, one prior to the Melfa weekend, one following the AGM) of Groundsheet each year. Copies will either be sent to members by regular mail or via email as requested by the member. The Groundsheet will also be posted on the Association web site.

Editorial Board

The President will ensure that an editorial board is established consisting of the President plus number Directors and Members. The editorial board will review and approve the draft version of the Groundsheet.

Assistant Editor – Groundsheet

The assistant editor provides help to the Editor in producing the Groundsheet.