

**OTS 615 BRANCH RELATIONS  
LESSON PLAN**

**1 period**

**Introduction**

“Getting along” or working with the Branch can be described as a problem area for some Commanding Officers.  
It is important for the Branch (via the Navy League Cadet Committee Chair) and the Commanding Officer are familiar with each other’s responsibilities and aware of each other’s needs.  
Both need to work together for the successful and smooth operation of the Corps.  
Developing a sense of teamwork is critical to success.

**Definition**

A Branch of The Navy League of Canada is a local body duly authorized by National Council and the Division to conduct the affairs of the Navy League within territorial boundaries set by the Division. A Service Club or similar public organization may constitute a Branch if National Council is satisfied that it will conform to the spirit and intent of this Chapter in the performance of its functions and activities as a Branch.

Where a Navy League Branch is operated as a Committee of a Service Club/Legion Branch with a restricted membership, such sponsoring organization must be prepared to admit to membership in the Branch Committee interested persons who might not be eligible for membership in the Service Club/Legion Branch itself.

A Warrant, completed by National Council and the Division, will be issued to such a Branch granting it such authority.

In all matters a Branch will be governed by the By-Laws of The Navy League of Canada (NL18) and such other regulations as may be promulgated by National Council and/or the Division.

**Responsibilities**

A *Branch* shall be responsible to its Division for the following:

- (i) All Navy League affairs within its territory;
- (ii) Supervision of activities, in Navy League matters, of its members and committees;
- (iii) Adequate record-keeping of Branch activities;
- (iv) Solicitation of membership funds and other donations, within its territorial limits, to carry on the work of The Navy League. Such funds must be raised and used only in the name of The Navy League of Canada;
- (v) Submission of an annual budget for approval as required by Division (In effect Division is responsible to National Council for the solvency and financial welfare of its individual Branches. Each Branch must therefore be ultimately responsible to Division for the proper control and disbursement of funds);
- (vi) Provision of monies as required to meet Division and National assessments;
- (vii) Conducting of meetings as necessary to carry out its functions;
- (viii) Holding an Annual Meeting to:
  - a) receive and consider reports of auditors, Navy League Officials, committees, and others;
  - b) conduct an election of officers,

- c) cover such other business as may be necessary for the continued good operation of the Branch;
- (ix) Submission of reports and other information to Division as required by Navy League By-Laws and other regulations;
- (x) Routing, through Division, all correspondence and other contacts between the Branch and all Provincial or National Offices outside the Branch area;
- (xi) Fulfilling obligations of local sponsor for Royal Canadian Sea Cadet Corps as detailed in QR(Cadets) article 2.32;
- (xii) Control, supervision and administration of Navy League Cadet Corps sponsored by Branch; and**
- (xiii) Authorization of all Corps extra-curricular activities. Inter-Branch activities must be cleared through Division.

#### **Duties of the Navy League Cadet Committee:**

Shall be responsible to the Branch for the following:

- (i) Operation of Navy League Cadet Corps;
- (ii) Compliance with By-Laws of The Navy League of Canada (NL18), Navy League Cadet Regulations (NL8), and such other regulations as may be promulgated by The Navy League;
- (iii) Provision of adequate training accommodation, facilities and storage for equipments and supplies;
- (iv) Ensuring that an adequate supply of uniforms, training aids and materials is available to Corps;
- (v) Recruiting potential Corps officers and Instructors;
- (vi) Recommending the enrolment, promotion, transfer, or release of Corps Officers;
- (vii) Ensuring that Corps Officers are encouraged to take training courses;
- (viii) Submission of an annual budget for Corps operation;
- (ix) Frequent visitation to Corps especially when Navy League officials are in attendance;
- (x) Effective liaison with the Branch;
- (xi) Authorization of all Corps activities as approved by the Branch;
- (xii) In co-operation with the Commanding Officer:
  - Recruit cadets,
  - Promotion of Officers and Cadets,
  - Recommend Corps Officers for honours and awards,
  - Ensuring that training, discipline, morale and attendance are maintained at a high level within Corps,
  - Provision of recreational activities and training in addition to regular Corps activities, and
  - Ensuring that Navy League material and property are properly accounted for and well maintained.

*above are excerpts from chapter 4, NL(35) and NL(105).*

#### **Reports and Procedures**

As a general rule, the branch council should meet once month during the training session. The Commanding Officer should have a standing invitation to attend Branch Council meetings, where (s)he would present a report to the council. It is suggested the report to be written so that a copy can be placed on the Corps filing system. Suggested points to include are;

- a. Corps activities completed/cancelled since last report
- b. Corps complement
- c. Corps activities planned for the next month
- d. Other aspects as appropriate
  - 1e. Details from attending the Commanding Officers conference

#### Authority of the Commanding Officer

The Commanding Officer must be allowed full authority to run the corps and its training program in accordance with established procedures. The role of the Branch Council is to provide support, and guidance when required. Such guidance should normally be channelled through the Navy League Cadet Committee Chairman.

Keep in mind; ultimately the Branch President is the Commanding Officer's boss. The Commanding Officer must follow the direction of the Branch President provided it is consistent with NL policy. If in doubt, you may consult with your Division to mediate a resolution.

#### Dealing with complaints brought against Corps Officers

The Branch Council is responsible for the conduct of its Navy League Cadet Corps Officers. Should a complaint be brought against a corps officer, it should be investigated first by the Commanding Officer. If the complaint is against the CO, or the complaint is too serious for the CO to deal with, the NLCC Chairman should investigate. If the matter is too serious for the Chair to deal with, then the Branch President should form a small sub-committee to deal with it. At this point, (s)he should call the Division NL Cadet Area Officer for advice.

If specific shortcomings are observed, which, in the opinion of the CO or sub-committee, are correctable within a reasonable period of time, they should be recorded in writing with a target date on which the situation will be reviewed, and appropriate action determined. The Division should be informed any time a formal investigation of an officer's conduct becomes likely.

#### Visits to Corps by Branch Council members

While the Branch Council as a whole is responsible for the supervision of the corps, this is exercised through the NLCC Chairman. Other members of the Branch Council should be encouraged to take an interest in the corps, but visits to the corps should be arranged through the NLCC Chairman and the CO. A situation to be avoided is the Branch Council arriving en masse at the corps every drill night. That would stifle the initiative of the corps officers, and create a very unhealthy "we-they" situation between the officers and Council members.

When Branch Council members do visit the Corps, after prior arrangement with the CO and the NLCC Chairman, the CO and officers should make them to feel welcome. The officers should be reminded that Council members, like themselves, are volunteers who are striving to support a movement that gives the youth of the community the very best program possible. The wise CO should assign an officer to host to the visiting Council members, escort them to see classes under instruction, visit stores compartments, etc.

Branch Council members (except the Branch President), should be aware that they have no direct authority over the CO, the corps officers, or individual cadets. e.g., a member of the Navy League shall never issue direct orders to officers or cadets on parade. Visits to classrooms to observe cadets under instruction should only be made in the company of a corps officer. Likewise unaccompanied access to such compartments as stores or corps offices should never be allowed.

### Authorization of extra-curricular activities

For both insurance and general responsibility reasons, it is most important that the Branch Council approve extra-curricular activities by the corps or its members. This includes fundraising events, informal picnics, or extra training at the corps' quarters. The reason for this is that the Branch Council as a whole, and the CO, bear the responsibility for the well-being and safety of the corps and its members. Should anything untoward happen, the Branch Council would share the onus.

### Fund-Raising activities

The organizing of fundraising activities is the responsibility of the Branch Council. If these activities (e.g. tag days, selling lottery tickets) require the participation of the Corps to be successful, then the efforts by the cadets to help raise money for their own expenses should be encouraged by the CO and Corps officers, and viewed as citizenship training in its broadest context. Nothing is for free these days. However, Branches and CO's must remember that it's the Branch's responsibility to support the corps, not the other way around. The cadets did not join the corps to raise funds, they joined to be cadets, to learn and do fun stuff!

### **Communication process**

Corps officers are specifically concerned with the training program. If they are charged with a Branch responsibility, this would translate into less time on training.

It can be recognized that unless the Navy League performs its function adequately the problems of communications are compounded. When, however, the Navy League is performing its proper function, communications should adhere to the following pattern:

- a. Contacts with the Branch must be made through the Chairman of the Navy League Cadet Committee who is responsible for keeping the President, Branch and Corps fully informed.; In addition, all contacts with the Corps must be made through the Corps Commanding Officer. Any violation of this principle, can lead to distrust and suspicion which will have an adverse effect on the corps.
- b. If there is a disagreement between the CO and the Navy League Cadet Committee Chairman, then the CO can ask to see the Branch President, and if necessary, the whole Branch Council. If the NLCC Chairman refuses to pass this request to the Branch President then the CO may approach the Branch President directly, after informing the NLCC Chairman.
- c. There must be honest feedback, respect, recognition, and regular open communication between both groups. They should help each other.
- d. Members of the Navy League must always show interest in the Corps if only by their presence at a parade night.
- e. As members of the policy-making body, members of the Navy League should never assume executive functions in the Corps.
- f. In the final analysis Navy League Cadet officers are totally responsible to The Navy League of Canada as the governing organization.

All the preceding tends to reiterate the importance of mutual respect and understanding. This can be reinforced by mutual adherence to the rules of courtesy and protocol.

*above are excerpts from chapter 6, NL(35) and chapter 8, NL(106).*

**Discussion (optional)**

Have the candidates brainstorm in groups, and then report their findings to the whole class.

List five (or more) steps to better relations and understanding.

Topics: "What do Officers want?", "What does the Branch want?"