

**OTS 616 DIVISION RELATIONS  
LESSON PLAN**

**1 period**

**Introduction**

In most cases, Division NL Officers and Board Members are seasoned NL veterans. They have worked in Corps and Branches and can often provide sound advice. They can also be very helpful in resolving problems with Branch/Corps relations.

While Division NL Officers do not have Command Authority over Corps officers, they should be regarded as superior officers and you should follow their direction as long as it is consistent with NL policy and does not interfere with the authority of the Branch President, who is your real “boss”.

**Definition**

A Division of The Navy League of Canada is a territorial body, composed of Branches, duly authorized by National Council to conduct the affairs of the Navy League and to be responsible for the operation of such Branches within boundaries set by National Council.

A Division shall have complete autonomy in Navy League matters within its jurisdiction providing it observes the Charter and By-Laws (NL18) of the Navy League and maintains the policies established by National Council.

**Responsibilities**

A *Division* shall be responsible to National Council for the following:

- (i) All Navy League affairs within its territory;
- (ii) Sponsorship, supervision, direction, and assistance, of Branches within the Division;
- (iii) Liaison between National Council Headquarters and Branches within its jurisdiction; (All approaches by Branches to National Council Headquarters must be made through Division.)

In addition, Division shall provide the liaison between Department of National Defence (DND) Regional Headquarters or Detachments and Branches;

All contacts with the Federal Government, and its agencies such as National Defence Headquarters, Ottawa must be routed through the National Office.

- (iv) Exercise control over funds raised by Branches and property acquired in the name of the Navy League; (As 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 and must submit annually a Statement of Revenue and Expenditures and Balance Sheet in accordance with the By-Laws)
- (v) Provision of monies as required to meet National assessments and Division operating costs;
- (vi) Submission of an annual budget as required by National Council; (In this regard, no Division shall spend money in excess of its original or revised budget)
- (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 and members of Division Executive Committee or Board of Directors;
- (c) cover such other business as may be necessary for the continued good operation of the Division;
- (ix) Submission of reports and other information to National Council as required by Navy League By-Laws (NL 18) and other regulations;
- (x) Fulfilling obligations of supervisor, sponsor for Royal Canadian Sea Cadet Corps as detailed in QR(Cadets) article 2.31;
- (xi) Acting as local sponsor for cadet corps where no Branch exists;
- (xii) Coordination of material support of training programs and activities of Navy League Cadet Corps within its jurisdiction; and
- (xiii) Authorization of all Inter-Branch activities

*above excerpts from chapter 3, NL(35).*

### **Reports and Procedures**

These activities will depend on your own Division.

However, some general aspects would include;

- a. All Corps must communicate their intent to conduct an out-of-town activity, which has been approved by their Branch, to Division. This may be in the form of a formal "Letter of Intent", to a telephone call, to an e-mail message.
- b. Corps related inquiries (ie. regarding competitions, inspections, training, administration, supply), should be channelled through your Divisional (staff) Officer(s). Ie. Area Officer. If they don't know the answer, they will be able to find it for you.
- c. Inquiries regarding officer transactions would be channelled through your Branch (Navy League Cadet Committee Chairperson).

Other ways your Division can help;;

- a. Conflict Resolution
- b. Funding for special activities
- c. Seeking advice in legal matters
- d. Dealing with government officials

### **Discussion (optional)**

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

- List a top ten list for successful relations with your Division.