

**Prince Edward Branch #91
The Royal Canadian Legion
761 Station Ave, Victoria BC V9B 2S1**

Terms of Reference

Position: Royal Canadian Legion Br #91 Branch Manager

Reports to: President

Duties and Responsibilities as Listed Below

General Administrative Duties/Responsibilities

1. Perform all duties on a daily basis as instructed by the Branch President or their delegate.
2. Carry out policies as established by the Executive Committee.
3. Manage the Branch office and supervise all support staff. Develop and maintain a competent and adequate operating organization with respect to Branch operations, assets, personnel and resources.
4. Prepare reports, reconciliations, schedules and analysis and recommend policy changes to the Executive Committee as required.
5. Assist Branch with audits where and when required. Could be external or internal audits.
6. Perform proper, effective and efficient supervision of Branch activities consistent with the policies, procedures and objectives set by the Executive and in accordance with Branch and General By-Laws.
7. Cooperate with and assist Branch Officers and Chairpersons of the various Branch Committees.
8. In the absence of the Branch Secretary, answer all phone calls and drop-in inquiries.
9. Provide and/or ensure provision of required training for support staff including safety and accident prevention.
10. Maintain an up-to-date Standard Operating Procedures (SOP) manual that covers all applicable policies, rules, regulations and standard business practices that shall be followed.
11. Administer proper and adequate controls over all purchases, manpower usage and Branch inventory.
12. Ensure the safe keeping and use of the Branch Seal.

Specific Duties/Responsibilities

13. The Branch Manager must be in possession of a **Managers serving it right** certification, in order to assist with bar service if and when required.
14. Ensure that all staff are kept current on all upcoming Branch functions so they can relay appropriate information to Members and answer any telephone inquiries.
15. The Branch manager or their representative shall be responsible for taking calls for all event bookings and be responsible for passing on all information to the event coordinator (Ways and Means Chair) as designated by the President.
16. Prepare invoices for clients prior to the function (if all information is available to do so) or within 2 (two) business days of the function. The Branch Manager is responsible to ensure follow up for past due payments is done in a timely manner.
17. Provide assistance, answer questions, etc, to/for Branch members and visitors.
18. Provide a current Criminal Record Check. Make sure copies of Executive Criminal Record checks are current.
19. Attend all Branch Executive meetings, and submit a written report.
20. Attend all Branch General meetings, all Finance Committee meetings if requested and all Management Committee meetings.
21. In consultation with the President, hire staff as required. President has final approval.
22. As permitted by Branch By-Laws and in accordance with the *BC Employment Standards Act and Union contract*, discipline, suspend or dismiss any employee who is directly responsible for a breach of Branch policy and or procedure. Dismissal of staff shall be done only after consultation with the Branch President and Union.
23. Work with the President and Union Shop Steward to resolve staff issues as required.
24. Ensure all staff are/remain current on matters relating to gaming, lottery and liquor licensing laws and **upcoming Branch events**.
25. Under no circumstances shall the Branch Manager participate in any lottery events (i.e. keno, pull tabs) while on the premises or any gaming events (i.e. meat draws or 50/50 draws) while on duty.
26. Confidentiality is an absolute requirement. Discussing any Branch business with anyone other than the President will be considered a breach of your terms of employment.

27. Under no circumstances are alcoholic beverages to be consumed while on duty.
28. Ensure staff strictly adheres to all requirements as detailed in the SOPs identified in #9 above.
29. Ensure the maintenance of a key registry for the issuance and return of all building keys.
30. Advise and obtain approval to employ all outside agencies, contractors and/or consultants. No contracts and or agreements shall be signed without the President's approval.
31. Responsible for the efficient and effected maintenance and operation of the Branch building and equipment in compliance with all applicable codes, regulations and standards.
32. Ensure all Liquor Control and other required licenses and permits are obtain/renewed as required annually and signed off by the President.
33. Maintain proper and effective cash controls; closely monitor and participate in the regular count of bar inventory and other Branch supplies.
34. On a daily basis, Sunday to Saturday, prepare the "bar floats" and the cash proceeds for bank deposit from the previous day's sales. Deposits the previous day's proceeds in the appropriate Branch bank account.
35. Make recommendations to the President to improve operations and service to members.
36. Oversee the Purchase of all Branch supplies as required. Ensure a proper system of controls is in place for all inventory.
37. Report conflicting circumstances/instructions that prevent or interfere with the completion of assigned duties and responsibilities to the President.
38. Perform other duties as assigned by the President.

Entitlements/Termination/Understandings

39. In addition to attending all meetings in #s 18 and 19 above, the Branch Manager's hours of work shall be Monday to Friday from 0830 to 1230 and 1330 to 1730 hours Tuesday to Friday with an unpaid one (1) hour lunch break. Saturdays from 0800 to 1530 hours with an unpaid half (1/2) hour lunch break.
40. The Branch Manager is entitled to eight (8) paid sick days per calendar year. Each day is equivalent to 8 hours; therefore, the annual entitlement is considered to be 64 hours. Sick time will be taken and recorded in hours. Unused sick time is not cumulative and will not be carried over to the next calendar year.

41. Should the Branch Manager wish to terminate his/her employment, he/she will give the employer one (1) month written notice.
42. Should the employer wish to terminate the Branch Manager's employment, the employer will do so in accordance with S.63 of the *BC Employment Standards Act*.
43. The Executive will conduct a review of the Branch Manager's performance annually by the end of March of each year. A written performance appraisal will be prepared and presented to him/her by the President. Both the President and the Branch Manager will sign it. A copy will be given to the Branch Manager and a copy will be kept in the Branch employee file.
44. The Manager will not have any signing authority for Bank accounts and or agreements.
45. Any revisions/amendments made to these "Terms of Reference" will be presented to the Branch Manager for review and acceptance.
46. I understand and accept that the first ninety (90) days of my employment is on a probationary basis. Further, I understand and accept that my employment may be terminated at any time during the probationary period. Alternatively, I understand and accept that I may be permanently appointed to the Branch Manager position during the probationary period. Furthermore, I understand and accept that during or following the first ninety (90) days of my employment I shall be subject to a performance review. Which if unsatisfactory could result in an additional probationary period or termination.
47. Criminal Record check must be done.
48. Must have the knowledge of Excel, Sage Accounting, Word, Power Point, and be able to design Posters.

I have read, understood and accept these Terms of Reference.

Signed at The Royal Canadian Legion Branch #91 this _____ day of _____ 2019.

Branch Manager

President

