



Navy League of Canada
 Nanaimo Branch
 Navy League Hall, Nanaimo, BC
 Oct 7, 2026

ANNUAL GENERAL MEETING AGENDA

1.	Call the meeting
2.	Additions to the Agenda
3.	Adoption of the Agenda
4.	Review of previous minutes All minutes are distributed electronically.
5.	Next Meeting Date for 2026/2027 Cadet Year
6.	President's Report
7.	Treasurer's Report
10.	Appointment of liaisons/director roles Sea Cadet Liaison Navy League Cadet Liaison Society Liaison Service Club Liaison Chair - Strategic Partnerships Chair - Fundraising Initiatives Director External Communication Director Canteen Program Director Bottle Recycling programs Director Grants – Branch and Society Director Screening Director Boats programs Director Marketing / Social Media Director – Cadet Recruiting Director Membership development
11.	Adjournment

Appointment of Branch Liaisons/Chair roles

- JP Bell, and Amphion Liaisons

One for each unit, these Liaisons represent the Branch on training nights and will ensure transparency in communication to and from the branch/unit.

- Nanaimo Navy League Society Liaison (Building Society)

As NL Society President you representative the Society on the Branch.

- Service Club Liaison

Grow and manage our relationships with service clubs and other like organizations in the community

- Chair- Strategic Partnerships

Securing and managing relationships with local business, and government organizations, with the goal of having them support our Cadets, either in kind or through financial support. (ex.Port Authority)

- Chair - Grants (Branch and Society)

Identify opportunities for municipal, provincial, federal and corporate grants available to both Branch and Society. Manage the application and submission process with assistance from relevant members.

- Chair- Fundraising Initiatives

Managing a team of Chairs to host Fundraising initiatives such as, but not limited to Beer&Burger, Tag Days, Bottle Drives, Raffles, Auctions, which also have the benefit of involving Cadets in the community.

- Chair- External Communication /Community Relations

Managing relationships with local media and ensuring that we are providing content for the community.

- Chair - Marketing / Social Media

Working with Director External Communications to deliver media content in support of Officer and Cadet recruiting, as well as Branch membership, fundraising initiatives, and community connectivity

- Chair - Cadet Recruitment

Develop and action a strategy to increase new enrolment both for September, and throughout the year. Ensure that no opportunity is missed for marketing the program and recruiting new Cadets. Recruiting is always top of mind.(Ex. Light Up booth)

- Chair- Membership Development & Branch Social

Develop and action a strategy to increase new Branch active membership/enrolment both for September, and throughout the year. Outside of parents, new members could include liaisons from service clubs, relevant business members, former Cadets/Officers/Service people. To include social activities and mixers aimed at recruiting active members.

- Chair - Screening

Manage all inbound application for screening(renewal) and maintain the working list of our pool of screened members.

- Chair – Awards and Recognition

Ensure that opportunities to recognize Cadets, Officers, volunteers, and supporters are taken, and that our appreciation for community support is publicized as much as possible.

- Chair – Volunteer Coordinator

Manage and coordinate the roster of members and volunteers to ensure that our needs are met, and that the opportunities to volunteer are shared amongst the group.

- Chair - CAN-DO Bottle recycling program and Bottle Drive(s)

Grow and manage a system of drop offs and scheduled pickups from local business and supporters. To include managing the group of parent volunteers who transport the bottles. Working with our Bottle Drive Lead(s) for facility, sorting, and depot PU.

- Chair - Boats programs

Working with the Boats Committee members, manage and maintain all aspects of the boats and associated equipment as required for the current programs. Create and work within a budget.

- Chair IT

Managing Branch and Society technology.