

The Navy League of Canada

Oceans of opportunity



La Ligue navale du Canada

Une mer de possibilités

Welcome Navy League of Canada Nanaimo Cadet Corps Families



A Branch Board of Directors



- * During a Branch's Annual General Meeting a Board of Directors are elected and from them an executive is elected/appointed
- * Directors at Large in many communities include individuals such as but not limited to...
 - * Cadet Parents or Caregivers
 - * Former Cadets and Officers
 - * Community Members with interest in supporting local area youth
 - * Members of community based, special interest groups (Legion, ANAF, Rotary, Lions etc..)
- * Healthy size of a Branch Board (10-15 directors)
- * From the Directors at Large - An **Executive** is then created whose responsibility is the day-to-day “support” of their local Cadet Corps.

Branch Executive and Board Positions

- * Branch President – Elected
- * Branch Vice President – Elected
- * Treasurer - Elected
- * Secretary - Elected
- * Chairs and Liaison/s – Appointed
 - * NL and SC Corps Liaison
- * May also have assorted directors/members at Large.
 - * Fundraising, Awards, Sponsorship, Boats Programs etc...



Note: unfilled or vacated positions fall to the responsibility of the Branch President who can at their discretion - delegate/appoint interim individuals

(see descriptions of board positions slide)

A Branch Executive – Positions and Duties



Elected Positions	Duties	Min /Max Term
Branch President	Overall responsibility of a branch –Face within the community, Chairs Branch Meetings, other duties	1 – 2 yrs.
Branch Vice-President	Learn and Perform the role of the President when not available, and perform other Chair/Liaison duties as appointed	1 – 2 yrs.
Secretary	Prepare meeting minutes and ROD's, Prepare General Correspondence, Mail and other admin tasks	1yr > plus
Treasurer	Controls and tracks branch revenue, prepares and tracks Branch and Corps budgets, supplies financial reporting at branch meetings, and manages banking. Our accountant deals with CRA	1yr > plus

Branch Chair and Liaison 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.

Additional Resources

- Nanaimo Website: www.nanaimonavyleague.ca
- Division Website www.vidcadets.ca
- National Website: www.navyleague.ca

Visit www.nanaimonavyleague.ca to access the Branch meeting schedule

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Branch Meeting

As parents/guardians of a current Cadet you are already registered as a member in good standing with the Branch. With this in mind you are encouraged to help guide the Branch as we determine how the groups will be supported both now, and in future. The Nanaimo Branch's meetings will take place **at 1830 (6:30 PM) at the Navy League Cadet Training Centre, 750 Fifth Street, Nanaimo BC.**

[Click here to download Minutes/Agendas](#)

Meetings for 2025/2026 are as follows:

Business Meeting: Nov 8, Jan 7, Mar 10, May 7, Jun TBA

Committee Meeting: Dec 9, Feb 10, Apr 7

NOTICE of Annual General Meeting(AGM): Oct 7, 2026 6:30pm

Come out and learn about all the Branch does to support the cadets, and where you might fit in.

Visit www.nanaimonavyleague.ca to access Agenda and Liaison/Chair Roles

Navy League of Canada - Nanaimo Branch

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Volunteer

ICE of Branch Annual General Meeting(AGM)

September 18, 2025 — In conjunction with Soup/Sandwich
Dinner

September AGM(Annual General Meeting) coming up we are looking for interested and able people to take on roles with your Navy League Branch. Roles vary and can be tailored to your skillset and availability. Come and explore how you may be able to get involved in the process of determining how we support the two Cadet programs. As a parent/guardian of an active cadet, you are a voting Branch Member, and your participation is not only appreciated, but necessary for the sustainability and growth of our programs. More details to follow.

Cadets

Wednesday, 17 September 2025, 2037 (8:37 PM)

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