

CARE AND CONTROL OF LEGION COLOURS AND BRANCH INSIGNIA –

Make sure that the colours are clean and presentable and in good repair at all time. Ensure the flag poles are cleaned on a regular basis. Your responsibility to and for the colours includes that displayed in the proper order. Other branch insignia would include such items as but not limited to: The Head Table skirt which proudly portrays the branch name and number, the poppies and the legion sign and gavel (if you have one) are laid out in proper order. The condition of the branch cenotaph both fixed and portable (if your branch has one) should be checked on a regular bases to ensure they are clean and in good repair for public viewing.

GOOD LUCK

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**THE
ROYAL CANADIAN
LEGION**

Nova Scotia/Nunavut Command

Legion Leadership and
Development
Committee

Branch Officers Series

**The Branch
Sergeant at Arms**

CONGRATULATIONS!

On being elected/appointed as Sgt.-at-Arms of your Branch.

This brochure has been designed to offer tips and ideas that will help to make your term in office a success.

At your Installation

When installed as Sgt.-at-Arms, you were charged with the duties helping the president in maintaining order at the meetings. To see that only those who qualify are to permitted to attend the meeting. To be responsible for the colours and other Branch insignia. Some of your best tools to do the job properly are Tact, Diplomacy, Pleasantness and the ability to interact with others.

Your jobs, beside the ones mentioned above, also include:

- Attendance.
- Keeping a record.
- Ensuring that only qualified persons are entitled to run for office.
- Dress and deportment.
- Parades.
- Legion Funerals and
- Care and control legion colours and Branch Insignia.

ATTENDANCE – Ensuring that the meeting attendance book is in good repair and placed at the door to be signed by all members, who are qualified, attending the meeting.

RECORD KEEPING and ENSURING ONLY QUALIFIED PERSONS ARE ENTITLED TO RUN FOR OFFICE

You should keep a running total of members (separate from the attendance book) who are in good standing. This list will assist you in identifying all members who are interested in running for an office and inform any member (privately as to avoid embarrassment during the election) who do not qualify to run for office. With regards to attendance at general meetings.

DRESS AND DEPARTMENT – primarily will fall on you. Firstly, you wear a red sash which will automatically draw the attention of all eyes. The red sash will give most people the understanding that you are the person in the know. You should make your self aware of the Royal Canadian Legion Dress regulations and assist all members of the branch in the proper wearing of the uniform. Secondly, your Department will set the standard that your branch expects from its members while in uniform / legion dress. Your actions and mannerism should inspire your peers in portraying a desired image of the branch, **PARADES** – Very often it will be your responsibility for the planning of the parade. You should be aware of all regulations and laws of your community with regards to street parades. You should be involved in all meetings when it concerns facilities and make sure that the

facility is aware of the set up of any of your equipment. You should contact your local police to get the proper permits, if required. Have such information as number of participants in the parade, starting and end points of the parade and the route to be followed. Delegating some duties is acceptable but remember that you should be informed of everything concerning your parade.

LEGION FUNERALS – It is the responsibility of the Sgt.-at-Arms to make sure any and all proper material for a legion funeral are in good shape and transported to and from the funeral site. Because of the solemnity of the event all attention will be focused on you and the comrade doing the service. Make sure that all comrades attending the funeral are informed as to the proper procedure of the legion service. Pay particular attention to the Dress and Department of all members because the family will very often remember the Legion service. Remember Maple Leaves are used for Affiliate, Associate members and Members of the Ladies Auxiliary. Poppies are reserved for Veterans. It is generally a good practice for the Sgt.-at-Arms to ensure the presence of a bugler or recording of the Last Post and Rouse. If presenting a Canadian Flag to the family, remember. The dignity of the flag and the manner in which it is presented will be a lasting impression.