

March 10, 2026

Newsletter #18 - Branch Executive Workshops

Provincial Command is pleased to introduce a new virtual workshop initiative designed to support Branch leadership in gaining confidence within their roles and responsibilities of The Royal Canadian Legion.

On Friday, April 17, 2026, Provincial Command will be hosting a series of virtual practical workshops throughout the day. These sessions hosted via Teams are intended to provide useful guidance, best practices, and resources to assist Branch leadership in their day-to-day operations. Branch executives and members involved in Branch administration are encouraged to participate.

Branch Administration Best Practices

10:30 AM – 12:00 PM (CST)

This workshop will provide useful guidance for those responsible for Branch administration.

Topics will include:

- Leveraging exclusive Legion offers and resources available to Branches
- Protecting your Branch executive and staff through proper practices and policies
- Best practices for reporting Branch activities and finances to members

Poppy and Remembrance Support

1:00 PM – 2:00 PM (CST)

This session is designed for Branch members involved in the Poppy Campaign and Remembrance activities.

Topics will include:

- Special uses of Poppy funds
- Running a successful Poppy Campaign
- Guidance for year-end financial reporting related to the Poppy Fund



Hosting Branch Meetings

2:15 PM – 3:15 PM (CST)

This workshop will provide an overview of Legion meeting procedures and practical guidance for conducting effective meetings.

Topics will include:

- Proper meeting preparation
- Handling meeting openings, business, and closing procedures
- Understanding how motions work
- Best practices to ensure productive and respectful meetings

Should there be specific questions you wish to have answered during the workshop, they must be submitted in advance to Command office.

To register/submit questions, please contact:

Dana Verdel – Administrative Assistant
info@mbnwo.legion.ca

Dana will provide relevant Microsoft Teams meeting links to registered participants.

Thank you,

Cohen Rutledge

Cohen Rutledge
Provincial Executive Director