

Training Opportunities

The NS/NU Command Service Bureau holds several Service Officer seminars across the Province. It is recommended that you attend a Service Officer Seminar. Expense for the Service Officer attending these seminars can come from the Poppy Fund.

Your Goal as Branch Service Officer

To look after all Veterans be they Legion Members or not, to the best of your ability.

GOOD LUCK

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**THE
ROYAL CANADIAN
LEGION**

Nova Scotia/Nunavut Command

Legion Leadership and
Development
Committee

Branch Officers Series

**The Branch
Service Officer**

Congratulations!

On being elected/appointed as Service Officer of your Branch. You have accepted this position, which carries the distinction of being one of the most critical positions with the Legion.

This brochure has been designed to offer tips and ideas that will help to make your term in office a success. Please take this time to read and discuss this information with your Branch President, and a Past Branch Service Officer. Their experience and guidance will be of great value to you during your term.

The information contained in this brochure is intended as an overview of your duties and responsibilities.

At your Installation

You gave a pledge to perform the duties of your office faithfully and to the best of your ability.

The duties you have undertaken as a Branch Service Officer are vast and cannot be taken lightly.

Your duties to your Branch

The importance of having a Branch Service Officer in every Legion Branch cannot be overemphasized. He can be either elected or appointed to office.

It takes many years of experience to become a good service officer and this is why continuity should receive consideration when electing or appointing a person to this office. The duties of a Branch Service Officer are many and varied. You should attend all general meetings and to act as Advisor and counsel on "Service" Matters.

It is imperative that the Branch Service Officer be included as a member of the Poppy Trust Fund Committee as he can provide valuable guidance as to the manner in which Poppy Trust Funds may be utilized. The Service Officer is responsible to investigate any personal claims that may come for assistance from the Poppy Trust Fund. The assistance that this person can provide will ensure that the Committee does not run afoul of the regulations.

Some of the particular aspects of Legion Service work are:

- Disability Pensions (Widows included)
- Treatment Regulations
- Benevolent Funds
- Legion Poppy Funds
- War Veterans Allowance
- Social Assistance (Welfare)
- Burials, including CPC, DVA and Last Post Fund
- Old Age Security and Guaranteed Income Supplement
- Housing
- Canada Pension Plan or Quebec Pension Plan
- Veterans Independence Program

Although the scope is large, the Branch Service Officer is not expected to know all the details of Veterans' legislation, etc. That is why the Legion employs both Provincial and Dominion Command Service Officers to assist in this regard.

The Service Officer should let it be known where and when he can be contacted.

The following publications are normally available from the Command Service Bureau and are recommended reading for a Branch Service Officer.

- Legion Poppy Manual
- General By-Laws—Article XI
- War Veterans Allowance
- Last Post Fund
- Canada/Quebec Pension Plan
- Old Age Security Pension
- Old Age Security & Guaranteed income supplement guide
- Spouses Allowance
- Veterans Affairs Services & Benefit
- Each Province has a number of informative pamphlets available on senior citizen benefits.

It is vital that the Branch Service Officer keeps discussions with persons seeking assistance confidential. If this is not done, the Branch Service Officer will not have any credibility and be unable to properly carry out the responsibilities' of this position.