

National Association of Federal Retirees

Calgary and District branch

Title : Branch Veterans' Liaison

Role : The Branch Veterans' Liaison shall act as the intermediary between Branch members who are veterans of the Canadian Armed Forces and/or RCMP and the Branch Board. This person will ensure that the Branch board is kept apprised of veterans' needs and concerns.

Activities :

The Branch Veterans' Liaison is responsible for the following:

- Visiting veterans residing at the Colonel Belcher-Carewest facility
- Acting as liaison with the Calgary Veterans Food Bank.
- Acting as liaison with Homes for Heroes (Calgary facility)
- Acting as liaison with Quilts of Valour (Calgary)
- Preparing a written report on the portfolio's activities and providing this report to the Secretary for inclusion with the meeting agenda.
- Organizing Remembrance Day activities (e.g., wreath laying) and recruiting Branch volunteers to assist with these activities
 - Ensuring that details of these activities are communicated to the website co-ordinator for timely posting
- Arranging for 50/50 raffles and veterans' food bank donations at Branch quarterly meetings
 - Ensuring that details are communicated to the Events Co-Ordinator so they can go out with the quarterly meeting invitations

Commented [RV1]: I believe Ron has visited other facilities outside of Calgary limits. This duty is also part of his service officer role with the Legion - unsure if we can include this in our activities

Commented [RV2]: Do we include other organizations, such as Hoggin Ranch or any other groups, such as the Legion

General Expectations

- Respects and follows all Association By-laws, regulations and directives, including the Code of Conduct and branch by-laws.
- Attend all Board meetings, assigned committee meetings and the Annual General Meeting
- Attending these meetings fully prepared in advance to facilitate the efficient running of the meetings

Skills and Competencies

- Strong leadership, communication, and interpersonal skills
- Basic computer skills - a working knowledge of email, Word, and Excel, Zoom platform
- Ability to work independently or with a team
- Experience with veterans' issues (i.e., a veteran yourself or have family members who are veterans)