

Branch Functions and Restrictions (2003 - 2004)

Function	An Administrative Centre: HAS Authority to:	An Administrative Centre: DOES NOT:	A Community Branch: HAS Authority to:	A Community Branch: DOES NOT:
Administration	<ul style="list-style-type: none"> • Have an elected board • Have a board membership comprised of an ex officio member of community Branch(s), and SJA and non-SJA business leaders. • Have Standing Committees (OP---) • Hold an annual general meeting to elect a board from members in good standing. (OP---) • Provide centralized administration for Community Branches. <p>NOTE: Administrative Centre Board to ensure community branch representation.</p>	<ul style="list-style-type: none"> • Change Council policy or initiate new policy without Council approval. • Assign administrative functions to the Community Branches 	<ul style="list-style-type: none"> • Have an Advisory Committee with local membership comprised of both SJA and non-SJA business leaders. • Put forth a representative to become an ex officio member of the Admin. Centre Board • Have committees such as fundraising and honours and awards • Encourage members to be members in good standing (pay membership dues) • Focus on service delivery • Support approved funding initiatives • Forward all required administrative information to the Administrative Centre 	<ul style="list-style-type: none"> • Have the responsibility and authority of a Board.
District Management Team during transition.	<ul style="list-style-type: none"> • Liaise with the District Management Team (District Chair, District Commissioner) on problem-solving, coaching or other issues as required. <p>NOTE: Centre Managers liaison with the DMT.</p>	<ul style="list-style-type: none"> • Circumvent the DMT to bring issues to Council 	<ul style="list-style-type: none"> • Liaise with the Administration Centre 	<ul style="list-style-type: none"> • Circumvent the DMT to bring issues to Council
Staff	<ul style="list-style-type: none"> • Have a full time Manager to provide staff supervision, being accountable to the 	<ul style="list-style-type: none"> • Hire or terminate staff without the knowledge and input of the DMT and approval of 	<ul style="list-style-type: none"> • If approved by the Administrative Centre and Provincial Management have 	<ul style="list-style-type: none"> • Hire or terminate staff.

Function	An Administrative Centre: HAS Authority to:	An Administrative Centre: DOES NOT:	A Community Branch: HAS Authority to:	A Community Branch: DOES NOT:
	<p>Chair, operating within a Council approved business plan and budget and in compliance with HR policies.</p> <ul style="list-style-type: none"> • Have additional staff as required to meet administrative needs. 	<p>Provincial Management.</p>	<p>coordinating staff accountable to the Administrative Centre Manager.</p>	
Finance	<ul style="list-style-type: none"> • Provide an annual budget recommendation to Council for approval that is inclusive of all branches supported by the Admin Centre. • Maintain centralized accounting for administrative support area in compliance with the approved budget and standard operating procedures. • Produce monthly financial statements for distribution to the Community Branches and quarterly to PHQ • Insure net revenue generated in a Community Branch supports that Community Branch. • Assign signing responsibilities to Chair, Treasurer, Manager and other designated persons as required. 	<ul style="list-style-type: none"> • Approve the budget (This is a Council function.) • Maintain a credit line • Use banks other than the Bank of Montreal. • Cash in investments without Council approval. • Purchase capital items exceeding \$5,000.00 that are not included in the budget, or any vehicles or property without Council approval. 	<ul style="list-style-type: none"> • Submit budget recommendations to the Administrative Centre • Limited cheque signing authority for local needs with accountability to the Admin Centre. 	<ul style="list-style-type: none"> • Sign cheques without the approval of the Administrative Centre Manager/ Chair

Function	An Administrative Centre: HAS Authority to:	An Administrative Centre: DOES NOT:	A Community Branch: HAS Authority to:	A Community Branch: DOES NOT:
Sales and Marketing	<ul style="list-style-type: none"> • Conduct marketing and sales during business hours • Use published Council price and course content structure. 	<ul style="list-style-type: none"> • Implement new courses / products without Council approval. • Use the trademark without Council/NHQ approval 	<ul style="list-style-type: none"> • Coordinate course delivery on site as per sales agreements • Local sales leads are forwarded to Administrative Centre sales staff • Maintain local alliance with key clients 	<ul style="list-style-type: none"> • Establish a course schedule or pricing. • Develop new course content or products.
Community Services	<ul style="list-style-type: none"> • Support Community Service administration and programs. • Provide staff support to delivery of community services 	<ul style="list-style-type: none"> • Develop new community service programs without Council approval. 	<ul style="list-style-type: none"> • Support / Coordinate community services 	<ul style="list-style-type: none"> • Develop new community service programs.
Facility Infrastructure	<ul style="list-style-type: none"> • Open 8:30 a.m. – 4:30 p.m., Monday to Friday. 	<ul style="list-style-type: none"> • Lease, purchase or sell property without Council for Ontario Board approval. 	<ul style="list-style-type: none"> • Access to local facilities as required to support local delivery of training and services. 	<ul style="list-style-type: none"> • Lease, purchased or sell property without Council for Ontario Board approval.
Fund Development	<ul style="list-style-type: none"> • Provide centralized fund development on behalf of the administrative area • Submit grant applications on behalf of Community Branches 	<ul style="list-style-type: none"> • Submit Trillium or other grant applications without DMT then Council approval. 	<ul style="list-style-type: none"> • Conduct local fundraising working with the Admin Centre on local branch grant applications as per Administrative Centre guidelines with donation receipts coordinated through the Admin Centre • Sustains local affiliations with granting bodies 	<ul style="list-style-type: none"> • Submit directly Trillium or other grant applications
Communication/ IT infrastructure	<ul style="list-style-type: none"> • Maintain e-mail, fax, internet, financial and training hardware / software • Provide centralized dataflex and / or IT entry for administrative support area. 	<ul style="list-style-type: none"> • Add new software to the computer systems without Council verification of compatibility • Implement the use of unapproved software or hardware. 	<ul style="list-style-type: none"> • Have internet access, e-mail, fax and access to Community Branch reports. 	<ul style="list-style-type: none"> • Add software or hardware to the computer systems without Administrative Centre approval. • Have dataflex and / or IT functions.

Function	An Administrative Centre: HAS Authority to:	An Administrative Centre: DOES NOT:	A Community Branch: HAS Authority to:	A Community Branch: DOES NOT:
Volunteer Management	<ul style="list-style-type: none"> • Ensure volunteer management programs are in place • Support community service volunteer recruitment, retention, orientation and H&A 	<ul style="list-style-type: none"> • Submit promotion recommendations without DMT endorsement. 	<ul style="list-style-type: none"> • Recruit and train local volunteers • Recognize local volunteers through H&A 	<ul style="list-style-type: none"> • Submit promotions in the Order without DMT/ Administrative Centre endorsement.
Public Relations	<ul style="list-style-type: none"> • Ensure consistency of positive public image for all branches within the Admin Centre area. 		<ul style="list-style-type: none"> • Deal with local initiatives 	
Crisis Management	<ul style="list-style-type: none"> • Handle media questions where existing protocol available. 	<ul style="list-style-type: none"> • Handle media questions when existing protocol is not available. These media questions should be directed to Council 	<ul style="list-style-type: none"> • Handle media questions on local initiatives only where existing protocol available. 	<ul style="list-style-type: none"> • Handle media questions when existing protocol not available. These media questions should be directed to the ^{R7} Admin Centre or to Council depending on the nature.

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