

National Guild Executive

Composition of Committee

The National Guild Executive committee consists of President, Vice-President, Secretary, Treasurer, Past-President, and Chaplain Advisor from the Chaplain Branch.

Role of the Committee

The role of the national Executive of the Protestant Chapel Guild is to:

- a) Coordinate the inter-relationships between Protestant Chapel Guilds in Protestant Chapels of the Canadian Forces;
- b) Be the means by which devotional materials, program ideas and support for common financial appeals may be shared and coordinated with other Guilds;
- c) Purchase common supplies/Guild materials for distribution to individual Guilds;
- d) Arrange and conduct annual national meetings of the Protestant Chapel Guild;
- e) Support individual Guilds to fulfill their mandate of Christian witness, service, fellowship and spiritual growth in the Canadian Forces community;
- f) Work in close cooperation with the office of the Chaplain General to promote moral, spiritual and personal growth of women in the service community and the spread of Christian love throughout the world.

Duties of the Executive Officers

The duties of the Executive Officers are outlined in the National Guild Executive constitution found in Chapter 3.

Election of the National Executive

1. National Executive members are elected at the annual meeting of the Protestant Chapel Guild.
2. As Best Practice, the Vice President will automatically move into the position of President unless the Vice President is unwilling/unable to do so. The position of President will only be available for nomination in the event that the VP is not able to fill the position.
3. Nominees must be present at the conference.
4. Voting will be by secret ballot.
5. The Chaplain Advisor will chair the meeting during elections but will not have the deciding vote in the event of a tie. In this case, a second ballot must be taken.

National Executive Term of Office

1. The term of office for a National Executive member is two years, except for the treasurer. As the treasurer position involves extensive work to changeover the banking etc., and the position requires extensive training, the treasurer will hold the position for a four year term, unless they are no longer willing to do so.
2. Under certain circumstances, and subject to the agreement of the National Executive and the Chaplain General, a member may be extended for a further two year term. The delegates must approve this extension at the annual meeting.
3. Similarly, with valid reason, and the concurrence of the National Executive and the Chaplain General, an Executive member may be asked to resign after one year. This does not necessarily require approval at the annual meeting.
4. If for any reason the President must resign before the completion of her term, the Vice-President will become President immediately. The new President, in consultation with the Chaplain Advisor and other NE members, will appoint a Vice-President until the next election. The former President will be asked to stay on as Past-President after the next election.
5. If the former President does not wish to remain as Past-President, the NE will vote to create an advisory position to be filled by the out-going Secretary or out-going Treasurer.

(Amended May 2017)

Public Funds

The Chaplain General's Office has graciously provided limited financing for National Executive travel expenses for several years. This money cannot be used for any expenses other than travel. Allowable expenses include transportation, lodging, and meals for the National Executive related to conference and executive meetings up to the limit of the budget. Economy is to be exercised for all transportation and accommodation.

In order to qualify for payment or reimbursement of expenses, National Executive members must complete both an annual contract and provide estimated claims to the Chaplain General's office for approval by the Principal Chaplain (P) prior to expenditures. These requirements are subject to change and the executive will provide whatever requirements are requested.

This financing and eligible expenditures are at the discretion of the Principal Chaplain (P) according to Treasury Board regulations.

Kit Shop

That National Guild Executive maintains a Kit Shop for the membership. The Kit Shop is the responsibility of the National Treasurer. Items may be ordered via the treasurer. Availability of

year pins will continue as long as the current stock exists. No new year pins are being anticipated, however, the National Executive will maintain a supply of life member pins, as well as general Guild Pins, along with additional items as determined by popular request.