



DOMINION COMMAND POPPY AND REMEMBRANCE COMMITTEE

Terms of Reference (Organization Policy & Procedures Manual – Annex P)

2P.1 GENERAL

The Poppy and Remembrance Committee is a Committee of the Dominion Executive Council. It is responsible for overseeing the conduct of all Poppy and Remembrance programs and activities of Dominion Command and for initiating and submitting related policy and program recommendations. The Committee is composed of a Chair, a Vice-Chair and participating members as appointed by the Dominion President. Unless otherwise approved or directed by the Dominion President, this Committee will meet once a year.

2P.2 TERMS OF REFERENCE

- a. Provides oversight and direction concerning all Dominion Command Poppy and Remembrance programs including, but not limited to, the following:
 - i. Poppy Campaign (includes First Poppy Presentation to the Governor General)
 - ii. Poster and Literary Contests at the provincial level and below
 - iii. National Remembrance Ceremony
 - iv. Poppy Trademark
 - v. Poppy and Remembrance Promotional Material
- b. On behalf of the Legion National Foundation, manage, as well as propose recommendations or amendments to policy concerning:
 - i. the parts of the Legion Poster and Literary contests for children and youth that are conducted at the national level
 - ii. revisions to the Legion Teaching Guide for Children and Youth
 - iii. the Pilgrimage of Remembrance
- c. Proposes policy recommendations or amendments to policy concerning Poppy and Remembrance programs and activities to Dominion Executive Council;





- d. Reviews and proposes amendments to the Poppy Manual. This includes the review of all policies related to the use of Poppy Trust Funds;
- e. Considers applications for unusual expenditures of Poppy Funds;
- f. Considers and proposes amendments for the inventory of Poppy and Remembrance Promotional Material and catalogue;
- g. Liaises as appropriate with senior officials of VAC in the consideration of the development, maintenance, or conduct of VAC Remembrance programs;
- h. Proposes options for the mutual collaboration of Remembrance programs between the Legion and VAC;
- i. Considers any requests or proposals from the public concerning Remembrance or the Poppy Campaign/Funds;
- j. Considers unusual applications for the use of the Poppy trademarks; and, seeks, reviews and identifies books and other material on Remembrance, especially those suitable for school-aged youth.

Reviewed: February 2022