

872 RCACS TERMS OF REFERENCE



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100 Terms of Reference - Officers

101. Commanding Officer (CO)

1. The CO of an Air Cadet unit shall:

- Comply with regulations and orders as issued by the Minister of National Defence, and the Canadian Forces;
- Keep Officers, CIs, VIs, and Cadets fully acquainted with regulations and instructions issued by higher authority;
- Keep the Sponsoring Committee informed of the progress of the Cadet unit;
- Bring to the notice of the Sponsoring Committee and the appropriate military authority any Officers or Instructors who are distinguished for proficiency in their duties or who, from incapacity or apathy, are deficient in the knowledge of their duties, or do not afford him the support which he has a right to expect, or who conduct themselves in a manner detrimental to the units efficiency or which would bring discredit to the unit and/or the Canadian Forces;
- Recommend enrolment, appointment, promotion, posting, transfer, and release of Officers of the Cadet unit;
- Recommend the appointment and release of CIs and VIs;
- Appoint qualified Officers to the following particular duties, ensuring deputies are provided during prolonged absence:
 - Administrative Officer (AdmO);
 - Supply Officer (Sup O); and
 - Training Officer (Trg O)
- Supervise and control all duties of personnel under his command;
- Ensure that proper administration, supply, and training procedures are carried out;
- Immediately report all injuries (incurred during unit training) that require emergency medical treatment to the ACO;
- Report the death of any Officer, CI, VI, or Cadet to ACO;
- Ensure that:
 - Equipment is not demanded in excess of needs;
 - Equipment is properly safeguarded;
 - Members of the Cadet unit on ceasing active participation in a Cadet organization return all public property issued to them; and
 - Records of equipment are kept in accordance with instructions.
- Ensure that reports and returns are promptly and regularly made;
- Report loss or damage of DND equipment to support base/station immediately on discovery;
- Be the holder of the units Distribution Account;
- Foster and maintain good public relations;
- Ensure another Officer on the unit staff is familiar and knowledgeable with all unit procedures and is thereby prepared to assume command;

- Ensure a thorough turn-over to successor; and
- Undertake other duties assigned by lawful authority.
- Safety plan for Cadets who file a PRSY concern
- Staff Pers Files

102. Deputy CO (DCO)

1. The DCO will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.

2. DCO shall be responsible for:

- Supervision of overall Squadron operations on behalf of the CO;
- Assist sections as required IAW evaluations;
- Coordinate Squadron ceremonial parades;
- Maintain a high level of discipline, dress and efficiency in the Squadron at all times;
- Ensure that all directives issued by the CO are being carried out;
- Conduct of investigations and enquiries;
- Supervision and control of Squadron staff and cadet discipline;
- Undertaking such other duties as directed by the CO.

3. The DCO or designate shall also act as the Squadron Standards Officer.

103. Squadron Operations Officer (Sqn Ops O)

1. The Squadron Operations Officer will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.

2. The Sqn Ops O shall be responsible for:

- Will seek out/assign OPIs for events, min 2 months in advance if possible;
- Oversee/manage non-mandatory training activities in coordination with the OPIs;
- Coordinate all external training that is not on a parade night ex. FTX, gliding, biathlon, range, band, Ground school, Effective Speaking, Kinball, Parades, etc;
- Promote activities and opportunities to cadets and staff
- Ensure that the Squadron is compliant with the activity requirements with the Region ex. Team size, ages, etc;
- Ensure that all paperwork required for any activity outside of the parade night is completed and full details are to be included on the Sqn website;
- Prepares the RFEs for gliding, FTX.

104. Administration Officer (AdmO)

1. The AdmO will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.

2. AdmO shall be responsible for:

- In conjunction with the training officer, ensuring cadet records are up to date in Fortress;
- Complete annual cadet personal information verifications in a timely fashion;
- Ensure new cadets' tombstone information is entered within 72 hrs of registration;
- Maintaining an adequate stock of forms required for the administration of the Cadet unit;
- Circulation of all incoming and outgoing correspondence orders or directives;
- The custody and control of all relevant publications ;
- Maintaining the units filing system including but not limited to attendance records for pde night and additional training activities
- personal file on each cadet at the unit;
- Maintaining the Squadron Mail log
- Preparing and expediting all reports, returns, documents, and other correspondence for the CO's signature;
- Advising the Sup O and Trg O of names of Cadets enrolled or released;
- Review, input summer camp applications into Fortress;
- Verify Fortress for summer camp offers and travel itineraries;
- Conduct weekly announcements;
- Generate MROs;
- Initiating a unit duty roster; including Duty Officer, Duty NCOs and its promulgation; and
- Undertaking such other duties as directed by the CO.

105. Supply Officer

1. The Sup O will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.

2. Sup O shall be responsible for:

- Ensuring new recruits are issued a uniform within 1 month of registration;
- Issues Squadron t-shirt upon registration;
- Maintaining the following records affecting the accounting of material on issue or temporary loan to the Cadet unit:
 - Logistikcorp Account, and
 - Individual Loan Cards
 - Requesting, receiving and returning all equipment in accordance with established DND procedures and authorized scales of issue;

- Issuing, exchanging and receiving material;
- Undertaking measures for recovering uniforms of Cadets no longer parading with unit;
- Arranging for unit Account Verifications at:
 - Designated intervals,
 - On appointment of a Sup O' and
 - On change of CO;
- Submitting a written report to the CO on discovery of loss or damage to materiel;
- Preparing and submitting to the CO all write-off documents; and
- Undertaking such other duties as directed by the CO.

106. Training Officer

1. The Trg O will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties.

2. Trg O shall be responsible for:

- Developing a training program (Squadron Training Plan) in accordance with established Cadet training directives;
- Complete the Monthly Routine Orders on a monthly basis;
- Preparing and maintaining the annual training charts and records in fortress;
- The accessibility of reference material to instructional staff;
- Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
- Maintaining records showing attendance and training progress of each Cadet in fortress;
- Arranging to obtain guest speakers and other voluntary instructors to supplement unit staff;
- Advising the CO on exercises and citizenship tours as well as coordinating unit special training projects;
- Selecting and submitting demands for training films and other visual aids;
- Ensuring the Cadet unit is in possession of all required training material and reference manuals;
- Ensuring the ongoing individual training and development of all instructional staff;
- Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;
- Ensuring that the training program is completed;
- Ensuring all mandatory cadet activities are properly promoted and supervised; and
- Undertaking such other duties as directed by the CO.

107. Assistant Training Officer

1. The ATrg O will be appointed by the CO and shall be responsible to the Trg O for carrying out all assigned duties.

2. ATrg O shall be responsible for:

- Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
- Maintaining records showing attendance and training progress of each Cadet;
- Advising the Trg O on exercises and citizenship tours as well as coordinating unit special training projects;
- Ensure all instructors have the necessary tools/IT equipment required for their classes;
- Compiling all training and examination results; and
- Undertaking such other duties as directed by the Trg O or the CO.

3. The ATrg O may make suggestions on improving the Squadron Training Plan in conjunction with the Trg O

4. The ATrg O will be in constant communication with the Trg O on all matters pertaining to the administrating of the Squadron Training Plan and Cadet Training Records.

108. Level Officer

1. The Level Officer (Lvl O) shall be responsible to the training officer (TrgO) and shall exercise general supervision over all training level functions, inclusive of mandatory, complimentary, and optional activities IAW the training program.

1. Level Officers will be appointed by the CO and shall be responsible to the Training Officer for carrying out all assigned duties.

2. Level Officers shall be responsible for:

- Ensuring there are no conflicts in the training schedule of their assigned level, and bringing any such conflicts to the attention of the TrgO;
- Verifying instructor readiness, through lesson plan assessment and instructional aid verification, prior to the commencement of a class;
- Collecting and verifying all results of completed POs along with further input into Fortress training records on a monthly basis;
- Evaluating, informally and formally, all instructors assigned to their level and submitting reports to the TrgO;
- Ensuring initial, mid, and year end interviews are conducted in a timely manner;
- Recommending cadets for promotions, appointments, summer training courses;
- If applicable, ensure the accelerated training program is implemented effectively including ensuring fast tracked cadets are adequately addressed and interviewed, and ensuring completion of reading packages by the end of the TY;
- Administering, or assisting in, all level evaluations along with retests, verbal tests, and training counselling sessions;

- Bring to the attention of the TrgO any cadets that are at risk of being deemed unsuccessful in their training level, and subsequently sitting on training review boards (TRBs);
- Undertaking such other duties as directed by the CO.

109. Unit Cadet Conflict Management Advisor

1. The UCCMA will be appointed by the CO and shall be responsible to the CO for carrying out all assigned duties

2. UCCMA shall be responsible for:

- a. All duties and functions IAW the UCCMA Directives

The designated UCCMA shall have completed UCCMA training prior to appointment

3. All Squadron personnel may seek the advice and guidance of the UCCMA directly, without going through the chain of command, for all matters respecting sexual abuse, harassment, or human rights issues.

4. Assist with teaching PSRY as necessary

5. Ensure staff complete annual harassment training

110. Band Officer

1. The Band O will be appointed by the CO and shall be responsible to the Ops O for carrying out all assigned duties.

2. Band O shall be responsible for:

- Developing and maintaining the band-training program in accordance with established Cadet band training directives;
- Ensuring all band training parades and activities are properly supervised;
 - Maintaining records showing attendance and training progress of each Cadet;
- Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
- Advising the CO on exercises and citizenship tours as well as coordinating band special training projects;
- Ensuring the Cadet unit is in possession of all required band material and reference manuals;
- Ensuring the ongoing individual training and development of all band instructional staff;
- Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;
- Compiling all band training and examination results;

- Participate in band competitions, concerts and ceremonial parades;
- Assisting and supervising the Drum Major in the organization and preparation of the Band;
- Music selection for all Squadron parades and concerts; and
- Undertaking such other duties as directed by the Ops O or the CO.

3. The Band O shall prepare a budget for the years band activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

111. Range Safety/Marksmanship/Biathlon Officer

1. The RSO will be appointed by the CO and shall be responsible to the CO and Ops O for carrying out all assigned duties.

2. Has completed necessary RSO training

3. RSO shall be responsible for:

- Developing and maintaining the range training program in accordance with CUTP;
- Ensuring all range training activities are properly supervised and that the Range Standing Orders are followed;
- Ensuring all range equipment is properly maintained;
- Maintaining records showing attendance and training progress of each Cadet;
- Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
- Ensuring the Cadet unit is in possession of all required range material and reference manuals;
- Ensuring the ongoing individual training and development of all range instructional staff;
- Compiling all range training and examination results; and,
- Undertaking such other duties as directed by the Ops O or the CO.

112. Sports Officer

1. The Sports O will be appointed by the CO and shall be responsible to the Ops O for carrying out all assigned duties.

2. Sports O shall be responsible for:

- Developing and maintaining the sports training program in accordance with established Cadet training directives;
- Ensuring all sports training parades and activities are properly supervised;
- Ensuring all sports equipment is properly maintained;
- Maintaining records showing attendance of each Cadet;
- Assisting and supervising instructors and senior Cadets in the preparation and

presentation of their instruction;

- Advising the CO on exercises and citizenship tours as well as coordinating sports special training projects;
- Ensuring the Cadet unit is in possession of all required sports material and reference manuals;
- Ensuring the ongoing individual training and development of all sports instructional staff;
- Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual Cadets progress;
- Compiling all sports training and examination results;
- Organizing sports competitions;
- Assisting and supervising the Sports Team Commander in the organization and preparation of the sports team; and
- Undertaking such other duties as directed by the Trg O or the CO.

3. The Sports O shall prepare a budget for the year.s sports activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.

113. Flag Party Coordinator

1. The Flag Party Coord will be appointed by the CO and shall be responsible to the Ops O for carrying out all assigned duties.

2. Flag Party Coord shall be responsible for:

- Developing and maintaining the annual guard program in accordance with established Cadet drill training directives;
- Ensuring all guard training parades and activities are properly supervised;
- Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
- Advising the CO on exercises and citizenship tours as well as coordinating the guard special training projects;
- Ensuring the ongoing individual training and development of all guard instructional staff;
- Assisting and supervising the Guard Commander in the organization and preparation of the guard; and
- Undertaking such other duties as directed by the Ops O or the CO.

114. Drill Team Coordinator

1. The Drill Team Coord will be appointed by the CO and shall be responsible to the Ops O for carrying out all assigned duties.

2. Drill Team Coord shall be responsible for:

- Developing and maintaining the annual drill team program in accordance with

established Cadet drill training directives;

- Ensuring all drill team training and activities are properly supervised;
- Maintaining records showing attendance of each Cadet;
- Assisting and supervising instructors and senior Cadets in the preparation and presentation of their instruction;
- Advising the CO on exercises and citizenship tours as well as coordinating drill team special training projects;
- Ensuring the ongoing individual training and development of all drill team instructional staff;
- Preparing team for competitions;
- Assisting and supervising the Drill Team Commander in the organization and preparation of the drill team; and
- Undertaking such other duties as directed by the Ops O or the CO.

115. Effective Speaking (ES) Coordinator

1. The ES Coord will be appointed by the CO and shall be responsible to the Ops O for carrying out all assigned duties.

2. ES Coord shall be responsible for:

- Developing and maintaining the annual public speaking program in accordance with established Cadet training and Air Cadet League directives;
- Arranging Toastmasters training for all participating Cadets through the CO and the Sponsor;
- Advising the CO on exercises and citizenship tours as well as coordinating public speaking participant special training projects;
- Organizing in conjunction with the CO and the Sponsor, the local level Public Speaking Competition and special demonstrations;
- Undertaking such other duties as directed by the Ops O or the CO.

116. Duke of Edinburgh Program Coordinator

1. The D of E Coord will be appointed by the CO and shall be responsible to the Ops O for carrying out all assigned duties.

2. D of E Coord shall be responsible for:

- Developing and maintaining the Squadron Duke of Edinburgh program in accordance with established directives;
- Supervising Cadets in the preparation and execution of the various aspects of the program;
- Advising the CO on exercises and citizenship tours as well as coordinating Duke of Edinburgh special training projects; and

117. Duty Officer

1. The Duty Officer will be appointed by the AdmO on a weekly rotational basis and shall be responsible to the CO for carrying out all assigned duties.
2. The Duty Officer shall report for duty by 1800 hrs on the day of his/her duty. The Duty Officers duty will be completed at 1800 hrs the following week.
3. Duty Officer shall be responsible for:
 - Opening the offices;
 - Inspect the facilities including washrooms prior to use by 872 RCACS;
 - Brief the Duty NCOs on the night's routine;
 - Supervise and coordinate the activities of the Duty NCOs and Duty Flight;
 - Collect announcements for delivery on closing parade;
 - Ensuring the building is cleared at the end of the night;
 - Along with the Sr. Duty NCO, inspect and secure the facility after use by 872 RCACS, ensuring cleanliness;
 - Remain at the LHQ as long as there are cadets waiting for rides home;
 - Monitor late pick-up of cadets, and liaise with CO and parents as appropriate ; and
 - Undertaking such other duties as directed by the CO.

118. Officer of Primary Importance (OPI)

1. The OPI will be appointed by the CO as required to supervise cadet activities.
2. The Duty Officer shall report to his scheduled activity 15 minutes prior to its scheduled start time.
3. The OPI shall be responsible for:
 - Taking activity attendance and returning it to the Adm O upon completion of the exercise and within a weeks timeframe;
 - Liaise with the activity's senior cadet regarding the activity routine and supervision of cadets;
 - Supervise and coordinate the activities of the activity attendees;
 - Inspect and secure the facility after use by 872 RCACS, ensuring cleanliness;
 - Remain at the activity site as long as there are cadets waiting for rides home;
 - Notify CO of cadets that are picked up late, to allow for follow-up with cadets and parents as required.
 - Undertaking such other duties as directed by the CO.

200 Terms of Reference - Cadets

201. Squadron Cadet Commander

1. The Sqn Cdt Com will be appointed by the CO, in consultation with the Squadron Staff and the Sponsor, and shall be responsible to the CO for carrying out all assigned duties.
2. The Sqn Cdt Com is the COs Cadet representative to the Squadron and therefore is directly responsible to the CO and Trg O for the conduct of all NCOs and Cadets in the Squadron.
3. Sqn Cdt Com shall be responsible for:
 - The conduct and discipline of all Cadets in the Squadron and will exercise all necessary accepted methods to maintain an efficient Squadron;
 - Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
 - Ongoing communication with senior cadets regarding weekly training assignments, and periodic training activities
 - Supervise the activities and account for the whereabouts of all Squadron NCOs;
 - Carry out all instructions issued by the CO or his designate in a proper, efficient and prompt manner;
 - To carry up the chain of command any problem that cannot be resolved within the cadet chain of command;
 - Undertaking such other duties as directed by the CO or his/her designate.
4. The Sqn Cdt Com is normally the senior qualified Cadet in terms of rank in the Squadron.
5. The Sqn Cdt Com will normally have successfully completed Level 5 Training.
6. The Sqn Cdt Com shall be thoroughly familiar with the SSOs and the Squadron WROs and MROs.

202. Deputy Squadron Commander

1. The Sqn D/Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Trg O and Sqn Cdt Comd for carrying out all assigned duties.
2. Sqn D/Com shall be responsible for:
 - Contacting the Trg O and/or Sqn Cdt Comd for messages and instructions;

- The conduct and discipline of all Cadets Instructors in the Squadron and will exercise all necessary accepted methods to maintain an efficient Training Program;
- Supervise the activities and account for the whereabouts of all Cadet Instructors;
- Maintain a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
- Confer with the Trg O and Sqn Cdt Comd on possible amendments to the Training Program for the evening;
- Carry out all instructions issued by the Trg O, Sqn Cdt Comd or his/her designate in a proper, efficient and prompt manner; and
- Undertake such other duties as directed by the CO or his/her designate.

3. The Sqn D/Com is normally the second senior qualified Cadet in terms of rank in the Squadron.

4. The Sqn D/Com will normally have successfully completed Level 5 Training.

203. Squadron Warrant Officer

1. The SWO will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.

2. The SWO shall be responsible for:

- Contacting the Sqn Cdt Com weekly for messages and instructions;
- Ensuring that the Weekly Parade is organized and conducted efficiently with all critical parade positions covered. The critical parade positions are the Sqn Cdt Com, SWO and Flt Sgts. The noncritical parade positions of Sqn D/Com, Sqn Adj and Flt Com will only be covered on COs Inspections;
- Ensuring that the Flt Sgts take the roll calls immediately after fall-in each week;
- The conduct and discipline of all Cadets on the Parade Square, and will exercise all accepted necessary methods to maintain an efficient Parade Square;
- Maintaining the discipline of all Cadets in the Squadron;
- Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
- Supervising all defaulter extra duties and submitting defaulters report to the Trg O;
- Carrying out all instructions issued by the TrgO or his/her designates in a proper, efficient and prompt manner; and
- Undertaking such other duties as directed by the CO or his/her designate.

3. The SWO is normally the third senior qualified Cadet in terms of rank in the Squadron.

4. The SWO will normally have successfully completed Level 4 Training.

204. Instructional Standards WO / Training WO

1. The Instructional Standards WO will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.

2. The Instructional Standards WO shall be responsible for:

- Maintain a high standard of classroom teaching throughout the unit through frequent monitoring and marking of classes.
- Debrief instructors who are not meeting the standard and liaise with the Training Officer for any corrective actions necessary.
- Coordinate and schedule senior cadets to evaluate classes consistently on Thursday night training.
- Ensure instructor marking sheets are placed appropriately in the training office for review.
- Any other duties as assigned by the Training Officer.

3. The Instructional Standards WO will normally have successfully completed Level 4 Training.

205. Dress and Deportment WO

4. The Standards WO will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Training Officer for carrying out all assigned duties.

5. The Standards WO shall be responsible for:

- Maintain a high standard of drill, dress and deportment at the squadron.
- Ensure uniform marking sheets are filled out correctly and captured in excel in a timely manner;
- Coordinate with the Squadron Cadet Commander to ensure Best Dressed Cadet is awarded each Wednesday night.
- Ensure that cadets who are consistently below standard are assisted in meeting the standard and correctly promptly through extra uniform time;
- Any other duties as assigned by the Training Officer.
- The Standards WO will normally have successfully completed Level 4 Training.

206. Sports and Fitness WO

1. The Sports NCO will be appointed by the CO, in consultation with Staff, and shall be responsible to the Sports O for carrying out all assigned duties.

2. Sports and Fitness WO shall be responsible for:

- Taking the roll call before each sports night;
- Assisting in the preparation and presentation of sports night activities;

- Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
- Carrying out all instructions issued by the Sports O or his/her designate in a proper, efficient and prompt manner; and
- Undertaking such other duties as directed by the Sports O or his/her designate.

207. Security Warrant Officer

1. The Security Warrant Officer will be appointed by the CO, in consultation with Staff, and shall be responsible to the Cadet Squadron Commander.

2. The Security WO shall be responsible for:

- Assisting the Duty NCO's in ensuring all assigned classrooms (as per school contract) are unlocked and available;
- With the Duty NCO's, inspect all classrooms and complete building log, noting any issues or damage with the room;
- Take pictures of each room so they can be restored to the same condition at the end of the night;
- Supervise the Duty NCM's in the completion of their tasks during Parade Night;
- Consulting with the Training WO, in establishing a monthly schedule for Duty NCO's ensuring there are no conflicts with Instructors or Leadership taskings;
- During the evening, periodically check that the Duty NCO's are performing their tasks properly;
- In the event of an incident, get assistance from a Staff Member;
- After the Duty NCO's have completed their tasks, collect the Weekly Duty Log and submit it to the AdminO;
- Before departing, make a final pass through the School to ensure that all is secure. Collect any items left by the cadets and take them to the Sqn Office.
- Undertaking such other duties as directed by the Sqn Cdt Com or his/her designate.

208. Flight Commander

1. The Flt Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Cadet Sqn Com for carrying out all assigned duties.

2. The Flt Com is the Cadet Sqn Coms representative to the Flight and therefore is directly responsible to the Cadet Sqn Com for the conduct of all NCOs and Cadets in the Flight.

3. Flt Com shall be responsible for:

- Ensuring the flight roll calls have been taken and are complete each week;
- Contacting all AWOL Cadets in their flight prior to the following Weekly Training Parade;
- The conduct and discipline of all Cadets and NCOs in the Flight and will exercise all

necessary accepted methods to maintain an efficient Flight;

- Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
- Carrying out all instructions issued by the Sqn Cdt Com or his/her designate in a proper, efficient and prompt manner; and
- Undertaking such other duties as directed by the Sqn Cdt Com or his/her designate.

4. The Flt Com is normally a FSgt, and is selected based on a try-out process.

5. The Flt Com will normally have successfully completed Level 4 Training.

209. Flight Sergeant (2IC)

1. The Flt Sgt will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Flt Com for carrying out all assigned duties.

2. Flt Sgt shall be responsible for:

- Falling in the flight under the direction of the SWO;
- Taking the roll call after fall-in every week;
- Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
- Carrying out all instructions issued by the Flt Com or his/her designate in a proper, efficient and prompt manner; and
- Undertaking such other duties as directed by the Flt Com or his/her designate.

3. The Flt Sgt is normally a Sgt, and is selected based on a try-out process.

210. Drum Major

1. The Drm Maj will be appointed by the CO, in consultation with the Band O, and shall be responsible to the Band O for carrying out all assigned duties.

2. Drm Maj shall be responsible for:

- Falling in the band under the direction of the Sqn Cdt Com;
- Taking the roll call before each band practice;
- Assisting in maintaining records showing attendance and training progress of each Cadet;
- Assisting in the preparation and presentation of the Band instruction;
- Assisting in the organization of all required band material and reference manuals;
- Preparing the Band for all competitions, concerts and ceremonial parades;
- Coordinating music selection for all Squadron parades and concerts with the Band O;
- Maintaining a high level of dress and deportment at all times. He/she will be a good

example for all Cadets under him/her to follow;

- Carrying out all instructions issued by the Band O or his/her designate in a proper, efficient and prompt manner; and
- Undertaking such other duties as directed by the Band O or his/her designate.

3. The Drm Maj is normally the senior qualified Cadet in terms of music level in the Band.

211. Flag Party Commander

1. The Flag Party Com will be appointed by the CO, in consultation with the Squadron Staff, and shall be responsible to the Flag Party Com for carrying out all assigned duties.

2. Flag Party Com shall be responsible for:

- Falling in the Flag Party under the direction of the Sqn Com;
- Taking the roll call before each Flag Party practice;
- Assisting in maintaining records showing attendance of each Cadet;
- Assisting in the preparation and presentation of the Flag Party instruction;
- Preparing the Flag Party for all ceremonial parades;
- Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
- Carrying out all instructions issued by the Flag Party or his/her designate in a proper, efficient and prompt manner; and
- Undertaking such other duties as directed by the Flag Party Coord or his/her designate.

3. The Flag Party Com is normally the senior qualified Cadet in terms of rank in the Flag Party.

212. Drill Team Commander

1. The Drill Team Com (1 per team) will be appointed by the CO through a selection process, in consultation with staff, and shall be responsible to the Drill Team Coord for carrying out all assigned duties.

2. Drill Team Com shall be responsible for:

- Taking the roll call before each drill team practice;
- Assisting in the preparation and presentation of the Drill Team instruction;
- Assisting in the organization of all required drill team material and reference manuals;
- Preparing the Drill Team for all competitions and ceremonial parades;
- Coordinating drill routines for the Drill Competition with the Drill Team Coord;
- Maintaining a high level of dress and deportment at all times. He/she will be a good example for all Cadets under him/her to follow;
- Carrying out all instructions issued by the Drill Team Coord or his/her designate in a

proper, efficient and prompt manner; and

- Undertaking such other duties as directed by the Drill Team Coordinator or his/her designate.

213. Duty Sergeant

1. The Duty Sgt will be appointed by the AdmO on a weekly rotational basis and shall be responsible to the Duty O for carrying out all assigned duties.
2. The Duty Sgt will report to the Duty O at 1815 hrs on the day of duty.
3. Duty Sgt shall be responsible for:
 - Accompanying the Duty O on his/her inspection of the facilities prior to the Squadron using it;
 - Ensuring the Duty FCpl understands and carry out his/her assigned duties;
 - Supervise the Duty FCpl;
 - Assisting in supervising the break:
 - Supervising the Duty Flt during clean up; and
 - Any other duties as may be assigned.
4. The Duty Sgt will have completed his/her duties when dismissed by the Duty O.
5. The Duty Sgt shall be exempt from classes when on duty.

214. Duty Flight Corporal

1. The Duty FCpls will be appointed by the Admin O on a weekly rotational basis and shall be responsible to the Sr. Duty NCO for carrying out all assigned duties.
2. The Duty FCpl will report to the Duty O at 1815 hrs on the day of duty.
3. Duty FCpl shall be responsible for:
 - Monitoring the duty desk from 1815 till the start of closing parade;
 - Directing all visitors to the appropriate personnel throughout the evening;
 - Duty FCpl shall collect the roll sheets from the Flt Coms immediately following inspection;
 - Acting as a liaison for the Squadron office;
 - Duty FCpl shall ensure that all training is carried out in accordance with the published Weekly Training Orders;
 - Duty FCpl shall provide 5 minute warnings to all classes;
 - Duty FCpl shall set up the sign up table and sheets prior to break.
 - Duty FCpl shall ensure the roll call sheets are turned into the AdmO by 1930 Hr; and
 - Any other duties as may be assigned.

4. A comprehensive listing of the duties of the Duty Cpls is contained in the DUTY NCO BINDER of which the Duty NCOs will obtain when reporting for duty.

5. The Duty FCpls will have completed their duties when dismissed by the Duty O.