

182 GM STEFNUFASTUR (GIMLI)  
ROYAL CANADIAN AIR CADET SQUADRON



TERMS OF REFERENCE

Effective: 1 June 2024

## INTRODUCTION

1. This document contains the Terms of Reference (TORs) for all positions and cadet parade appointments within 182 GM Stefnufastur (Gimli) Royal Canadian Air Cadet Squadron (182 RCACS). These TORs are not definitive but intended to provide an initial reference to appointees; and a general understanding as to the interaction between the roles, to all Squadron members.
2. Positions and their subsequent tasks and responsibilities within the Squadron are separated by Category:
  - Primary Duties. Identifying main tasks and responsibilities of members within the Squadron
  - Secondary Duties. Identifying tasks and responsibilities within the Squadron assigned based on specific training, background or Squadron requirements and to be performed as necessary or in addition to Primary Duties
  - Special Duties. Identifying tasks and responsibilities within the Squadron, assigned for a specific period, and to be performed as necessary but to have priority over Primary and Secondary Duties
  - Cadet Parade Appointments. While on parade or not performing other Primary Duties, Cadet Parade Appointments are to be considered the cadets' Primary Duty
3. Where there is insufficient adult staff and/or qualified cadets, positions identified as Primary Duties may be assigned to an individual as a Secondary Duty.
4. Appointments within the Squadron are at the sole discretion of the Commanding Officer (CO). However, for the purpose of training or replacement due to illness, supervisors may temporarily assign and schedule individuals to subordinate positions.
5. Where a subordinate position is not assigned, the responsibilities and tasks of that position default to the position's supervisor.
6. For the purpose of appointments to positions, CAF volunteers shall generally be categorized as Civilian Volunteers.
7. This guide shall be reviewed annually and updated as required. Suggestions for corrections or additions to this guide are to be forwarded through the individual's chain of command to the Commanding Officer (CO).

## PRIMARY DUTIES

### Commanding Officer (CO)

Category:	Primary
Requirements:	CIC Officer
Responsible to:	Commanding Officer Regional Cadet Support Unit Northwest (CO RCSU) via the Officer Commanding Northeastern Area (OC NE Area)
Responsible for:	Deputy Commanding Officer (DCO) Squadron Commander (Sqn Comd) Administration Officer (Admin O) Supply Officer (Sup O) Training Officer (Trg O)

The CO is responsible for all cadet matters pertaining to that corps and for the training and administration of officers of the Cadet Instructors Cadre (CIC), civilian instructors, volunteers and cadets; and the supervision of all adult staff and cadets serving with their cadet unit:

The Commanding Officer is accountable for the following:

- ensuring that safety is incorporated in all aspects of the Squadron and that he/she supports the Cadet General Safety Program
- ensuring the environmental stewardship is incorporated in all aspects of the Squadron and that he/she supports the Cadet Environmental Policy
- ensuring that harassment free squadron is maintained and the he/she supports the department harassment policy
- ensuring that ethical behavior is incorporated in all aspects of the Squadron and that he/she supports the Department Ethics Policy
- ensuring that all activities in which he/she is responsible are conducted efficiently, effectively, economically and ethically
- lead assigned officers, NCOs, civilian instructors, volunteers and cadets and manage allocated resources in the most efficient, effective, economical and ethical manner that will optimize the direct or indirect benefit that cadets receive from the Cadet Program
- ensure the physical and emotional safety of cadets during cadet activities
- ensure cadet training is delivered in accordance with current directives and that it is delivered in a challenging, interesting manner that cadets should find enjoyable
- comply with the regulations and orders as issued by the Minister of National defense and the CF
- ensure supply, administration, financial and training orders and procedures are carried out in accordance with current regulations, policies and directives
- keep CF officers, civilian instructors and cadets fully acquainted with the regulations and instructions issued from higher authority
- responsible for the professional development of all squadron staff, including himself/herself and ensuring they receive the training required by their appointment and terms of reference
- appoint qualified officers as the Admin O, Sup O, Trg O and UCCMA
- appointing of cadets to cadet duties and responsibilities within the Squadron

- bring to notice of the OC NE Area any officer or civilian instructor who:
  - are distinguished for proficiency in their duties
  - from incapacity or apathy are deficient in the knowledge or execution of their assigned duties
  - do not afford you as the Commanding Officer the support which he/she has a right to expect
  - conduct themselves in a manner detrimental to the Squadron's efficiency or in a manner that would bring discredit to the cadet and or the CF;
- ensure that another officer in the Squadron is familiar with all Squadron procedures and is prepared to assume command either upon succession of or during prolonged absence of you as CO
- in concert with the league and sponsoring committee foster and maintain good public relations for the Squadron with the community and having good relations with parents or guardians with respect to training progress of cadets
- work cooperatively with the league and sponsoring committee
- recommend enrolment, appointment, promotion, posting, transfer and release of officers with the Squadron
- recommend and document the appointment and termination of civilian instructors
- in accordance with current policies; maintain or ensure the following documents are maintained:
  - personnel records showing strength of the Squadron
  - personnel records for officers and civilian instructors on strength
  - personnel records depicting name, age, date of enrolment and departure of each cadet
  - records of attendance/training in Fortress in accordance with current policies
  - other information as required to facilitate reports and returns to RCSU
- ensure cadets are medically and physically fit to undertake the activities and training which they are expected to perform during squadron or summer training
- immediately report the death of an officer, civilian instructor or cadet to the Area office and also advise league and sponsoring representatives
- immediately document and report to the RCSU and if applicable, the League and Sponsoring Committee, any injury incurred during squadron training that require medical treatment that resulted in absence from duty for 48 hrs or more or that may result in permanent disability and any other injury except a minor injury such as a superficial cut or bruise
- carry out all other assigned duties assigned by the Zone Trg O on behalf of the OC NE Area

### **Deputy Commanding Officer (DCO)**

Category: Primary  
Requirements: CIC Officer  
Responsible to: Commanding Officer (CO)  
Responsible for: N/A

The DCO is responsible for the coordination of all Squadron actions with respect to Supported and Non-Required Training Activities, both local and non-local, and shall:

- Assist the Commanding Officer with carrying out their duties
- Ensure the coordination of all Locally Directed Activities (LDAs) and Non-Required Training activities
  - Ensure the completion of and submit to the CO all Cadet Service/Activity Requests (CSAR) for supported training days
  - Complete After Action Reports and/or debriefing of events, as required
  - Recommend to the CO appointments of senior cadets and adult supervisors as Officer-in-Charge (OIC) for training activities and sessions
  - Liaise with the Training Officer (Trg O) to ensure cadets are identified for Cadet functions
  - Facilitate the working relationship between OICs and assigned senior cadets assigned to organize Cadet functions
  - Assist OICs and assigned senior cadets with planning and organizing activities
  - Review all documents with respect to assigned activities for submission to the CO for approval
- Coordinate Squadron participation in non-local Supported and Non-Required Training activities, including ADAs, RDAs & NDAs
- Carry out the duties of CO in their absence
- Carry out other duties assigned by the CO

**Officer-In-Charge (OIC)**

Category:	Secondary
Requirements:	CIC Officer or Civilian Instructor
Responsible to:	Commanding Officer (CO)
Responsive to:	Deputy Commanding Officer (CO)

The OIC is an adult supervisor responsible for the planning, organization, execution and/or supervision of a Local Directed Activity (LDA). The OIC shall:

- Receive an initial briefing and instruction from the DCO on the LDA
- Ensure proper supervision of cadets during the activity ensuring:
  - Supervision requirements are met IAW CJCR Gp O 5001-0 Supervision of Cadets
  - An adult supervisor will be present no later than 15 minutes prior to the start of the LDA and if at Hangar 1 or another facility, the facility will be open and available to cadets and adult supervisors
  - An adult supervisor will be present until all cadets have been picked up at the end of the LDA, to assist as necessary
  - Until they are picked up at the end of the LDA, cadets have access to a phone and shelter from the elements
- If necessary, complete an Activity Assessment Chart, and report if an Environmental Assessment is required
- Coord with other squadron/unit OICs, where a multiple-unit event is planned
- If required, prepare a Warning Order including information letters and permission forms for approval by the DCO eight weeks prior to the LDA
- Liaise with the Trg O with respect to Required training to be completed
- Liaise with the Sup O with respect to materials required
- If required, prepare an Operations Order (Op O) for review by the DCO six weeks prior to the LDA
- If required, send home information letters and permission forms, with permission forms to be returned NLT the start of the event
- One week prior to activity liaise with Admin O for the addition of the activity in FORTRESS and printing of attendance sheet for this activity from FORTRESS
- If the activity is less than 12 hours in duration, perform as the Duty Officer (Duty O) for the activity. If the activity is longer than 12 hours in duration, schedule and assign adult supervisors as Duty O for periods not to exceed 24 hours
- Ensure a Designated Form-Up Point has been selected and that all Squadron members are made aware of its location.
- Ensure attendance is taken and forwarded to the Admin O at the completion of the LDA
- Evaluate assigned senior cadets and give an interview briefing as to their performance during the LDA
- Perform other tasks as assigned by the CO or DCO

### **Coach/Specialist Instructor**

Category:	Primary or Secondary
Requirements:	CIC Officer, Civilian Instructor or Civilian Volunteer (CV)
Responsible to:	Officer-in-Charge (OIC)
Responsible for:	N/A

A Coach/Specialist Instructor is responsible for delivering training that is not specifically part of the Air Cadet Level QSPs and shall:

- Coordinate training and/or prepare and deliver periods of instruction
- Devise, implement and enforce safety procedures specifically related to the training
- Supervise, mentor and advise cadets undergoing the training
- Report any behavioural concerns up the chain of command
- Brief the chain of command on the training and the cadet(s) performance
- Brief the chain of command on intended plans or requirements for upcoming lessons, activities, events, workshops or competitions
- Ensure accurate attendance is taken during practices, or other events and forward to the Administration Officer (Admin O)
- Recommend individual cadets for awards or presentations and where necessary coordinate and report on arrangements for the award or presentation
- Perform other tasks as required by the chain of command

**Administration Officer (Admin O)**

Category: Primary  
Requirements: CIC Officer or Civilian Instructor  
Responsible to: Commanding Officer (CO)  
Responsible for: Administration Assistant (Admin Asst)

The Admin O is responsible for all the Squadron's administrative functions and shall:

- Maintain current records on all officers, volunteers, civilian instructors and cadets
- Organize the completion of any necessary application forms for staff and cadets
- Maintain records showing attendance of each cadet for both Required and Non-Required training
- Maintain administration of cadet records in Fortress
- Prepare and expedite all reports, documents and other correspondence for the CO's signature
- Prepare pay submissions
- Ensure prompt and proper submission of all claims
- Maintain the Squadron's filing system
- Advise the Supply and Training Officers of names of cadets enrolled and released
- Perform other tasks as assigned by the CO



**Administration Assistant (Admin Asst)**

Category: Primary  
Requirements: Civilian Volunteer (CV) or Level 4 Qualified Cadet  
Responsible to: Administration Officer (Admin O)  
Responsible for: N/A

The Admin Asst shall:

- Monitor access to the Administration Office
- Assist the Admn O required in all their duties
- Accept and collect administrative documentation from cadets and/or parents/guardians
- Answering the phone and processing messages
- Maintain copies of cadet enrolment packages and other documents for distribution to cadets
- Assist new cadets and/or parents/guardians with cadet enrolment packages
- Photocopy cadet birth certificates and health cards for cadet enrolment packages
- Maintain a list of planned absences as submitted to the Administration Office
- Assist in ensuring attendance sheets are available, distributed and collected as required
- Assist in ensuring level and flight nominal rolls are up-to-date
- Perform other tasks as assigned by the Admin O

### **Supply Officer (Supply O)**

Category:	Primary
Requirements:	CIC Officer or Civilian Instructor
Responsible to:	Commanding Officer (CO)
Responsible for:	Supply Assistant (Supply Asst) Canteen NCO

The Sup O is responsible for the security, care and distribution of all material supplied to or purchased for the Squadron and shall:

- Conduct uniform issue, exchange, and return sessions at regular intervals
- Maintain a system of effective storage of uniforms and equipment
- Obtain approved training aids as requested by the Training Officer (Trg O)
- Maintain adequate stock of cadet uniform parts of common sizes
- Order new cadet uniform parts after depleting existing stock
- Undertake measures for recovering uniforms promptly from cadets no longer on strength
- Maintain accurate cadet clothing records
- Maintain accurate electronic copy of the inventory of all items (Squadron and DND) in supply and on loan, with the exception of consumables
- Maintain customer account and individual loan cards affecting the accounting of material on loan to the Squadron
- Carry out customer account verifications at designated intervals, on appointment of a new Supply Officer and on the changing of CO
- Ensure all supply requests are followed through promptly
- Conduct periodic inspections of the cadets for uniform issues
- Maintain the Cadet Canteen, including:
  - Purchasing stock
  - Maintaining records of sales and purchases
  - Setting prices
  - Recommending qualified cadets as Canteen NCOs
  - Training and Supervising Canteen NCOs
- Submit written report to the CO on discovery of loss or damage to material
- Perform other tasks as assigned by the CO

**Supply Assistant (Supply Asst)**

Category: Primary  
Requirements: Civilian Volunteer (CV) or Level 4 Qualified Cadet  
Responsible to: Supply Officer (Sup O)  
Responsible for: N/A

The Sup Asst shall:

- Monitor access to the Supply Office
- Assist the Sup O to size and fit cadets for their issued uniforms
- Assist the Sup O in the tracking of new uniform parts
- Assist the Sup O to maintain inventories of uniform parts, equipment and supplies
- Assist the Sup O in the supervision of canteen operations
- Perform other tasks as assigned by the Sup O

### **Training Officer (Trg O)**

Category:	Primary
Requirements:	CIC Officer
Responsible to:	Commanding Officer (CO)
Responsible for:	Assistant Training Officer (Asst Trg O) Standards Officer (Stans O) Training Assistant (Trg Asst) Level Officer (Level O)

The Trg O is responsible for instruction of Required Training in the Squadron and shall:

- Develop a training program in accordance with the regional Operations Plan, the Training Management Guide and Qualification Standards (QSPs)
- Maintain training records of cadets IAW the National Information Management System for the Canadian Cadet Organization (known as FORTRESS)
- Plan and maintain the master training plan and assigning qualified instructors to individual lessons at least two (2) weeks in advance
- Liaise with Officers-In-Charge (OICs) of Locally Directed Activities (LDAs) to ensure assignment of qualified instructors and the instruction of all Required training during the activity
- Prepare and submit requests to the Supply Officer (Sup O) for training aids, office supplies and materials
- Make recommendations to the CO on the assignment of Level Officers
- Assist and supervise instructors and senior cadets in the preparation and presentation of their lessons
- Arrange guest speakers and other voluntary instructors to supplement squadron members
- Ensure the cadet squadron is in possession of all required training material and reference manuals
- Ensure the on-going individual training and development of all Training staff
- Ensure that an adequate system of tests is used to monitor the efficiency of training and individual cadet's progress according to the QSPs
- Compile all training results
- Ensure that the training program is completed
- Complete After Action Reports (AARs) and/or debriefing of events, as required
- Coordinate promotional testing cycles and results
- Prepare training schedule submission for the Monthly Routine Orders (MROs)
- Perform other tasks as assigned by the CO

**Assistant Training Officer (Asst Trg O)**

Category: Primary  
Requirements: CIC Officer, Civilian Instructor, or Civilian Volunteer  
Responsible to: Training Officer (Trg O)  
Responsible for: Instructor (Instr)

The Asst Trg O is responsible for the supervision of all instructors of Required Training and shall:

- Assist the Trg O as required in all their duties
- Recommend to the Trg O, qualified cadets and adult supervisors as instructors
- Ensure instructors are prepared and ready to instruct the classes assigned to them
- Provide direction Level Officers (Level Os) in the evaluation of cadet instructors
- Evaluate instructors as required
- Review results from instructor evaluations and take action
- Acquire and provide training support materials as required
- Review results from evaluations and forward to Trg O
- Provide and guidance assistance to the Instructors as necessary
- Monitor the progress of classes and instruction
- Review uniform inspections, take necessary action
- Carry out the duties of Trg O in their absence
- Perform other tasks as assigned by the Trg O

**Instructor (Instr)**

Category: Primary or Secondary  
Requirements: CIC Officer, Civilian Instructor, Civilian Volunteer or Level 4 Qualified Cadet  
Responsible to: Assistant Training Officer (Asst Trg O)  
Responsible for: N/A

Instructors are responsible for the proper instruction of the periods of instruction assigned to them and shall:

- Check the training schedule for assigned PO/EO instruction periods
- Making appropriate lesson plans from Qualification Standards (QSPs) and Instructional Guides (IGs) including main teaching points and informative sub-material
- Be fully prepared to conduct assigned instruction by having all necessary material and training aids ready when needed
- Reassign lesson if unable to instruct (i.e. absent) to another available instructor. Prepared lesson plan must be submitted to substitute instructor prior to scheduled lesson
- Discuss issues and potential training issues with the Asst Trg O
- Discuss issues and potential personnel issues with the applicable Level Officer
- Report PO progress to the Asst Trg O
- Submit a report upon completion of level PO including cadet attendance, evaluations, and attained mark to the Asst Trg O
- Submit requests for training aids to the Asst Trg O at least one(1) full week prior to scheduled lesson
- Instruct in a professional, informative, and creative manner capturing the interest of all trainees in a healthy learning environment
- Perform other tasks as assigned by the Asst Trg O

**Training Assistant (Trg Asst)**

Category:	Primary
Requirements:	Civilian Volunteer or Level 4 Qualified Cadet
Responsible to:	Training Officer (Trg O)
Responsible for:	N/A
Responsive to:	Assistant Training Officer (Asst Trg O) Standards Officer (Stans O) Level Officer (Level O) Instructor (Instr)

The Trg Asst is responsible for the administrative aspects of the Training Office and shall:

- Monitor access to the Training Office
- Assist the Trg O, Asst Trg O and Stans O as required in all their duties
- Make photocopies of training aids and other documents as required
- Prepare, distribute, collect and store training aids
- Make recommendations to the Trg O for training aids, office supplies and materials based on short falls or anticipated requirements
- Perform other tasks as assigned by the Trg O

**Standards Officer (Stans O)**

Category: Primary  
Requirements: CIC Officer, Civilian Instructor, or Civilian Volunteer  
Responsible to: Training Officer (Trg O)  
Responsible for: N/A

The Stans O is responsible to monitor, maintain and enforce performance standards in the performance and instruction of drill, parades and classroom subjects and in consultation with the Trg O, shall

- Ensure all instructors assigned to instruction have the necessary qualifications
- Liaise with Assistant Training Officer (Asst Trg O) and Level Officers (Level O) to ensure all instructors are monitored periodically
- Ensure all courses are taught to the appropriate Qualification Standards (QSP)
- Monitor classes as required to ensure proper instructional techniques are being used, order is being kept and the QSP's are being followed
- Conduct and organize coaching sessions, formal evaluations and activities to further the professional development of instructors
- Coordinate testing as required in the QSP's and update cadet Fortress and Training Files
- Nominate to the Trg O, candidates for additional instructional training
- Provide guidance and assistance to the Squadron's Warrant Officers to ensure a high standard of dress, deportment and drill is held within the Squadron
- Perform other tasks as assigned by the Trg O



**Level Officer (Level O)**

Category:	Primary or Secondary
Requirements:	CIC Officer, Civilian Instructor, or Civilian Volunteer
Responsible to:	Training Officer (Trg O)
Responsible for:	Level Supervisor (Level Supvr) Cadets assigned to the applicable Level

NOTE: IAW Standing Orders, Level Officers shall be assigned to each Training Level as either a Primary Duty or Secondary Duty based on the availability of adult supervisors. Priority for assigning Level Officers as a Primary Duty alone, shall be in order of Levels 1 to 4. Unless there are sufficient adult supervisors available to permit otherwise, the Training Officer (Trg O) shall be deemed as the Level Officer for Levels 4 and above.

The Level O is responsible for monitoring, supervising and reporting on the performance and conduct of the cadets assigned to their level and shall:

- Introduce themselves to the cadets assigned to their level as a point of contact for concerns
- Monitor the assigned level training and make recommendations to the Training Officer concerning instruction, the cadets and issues with specific cadets
- Monitor individual cadet behaviour, conduct, performance and progress within their training level
- Monitor and make recommendations to the Level Supvr(s) concerning assisting cadets and issues with specific cadets
- Attend Required activities scheduled for their cadets such as field training exercises, museum and citizenship visits and community service events
- Maintain effective communication with the Trg O with regards to the conduct, performance and progress of assigned cadets
- Ensure the Squadron is in possession of all required training materials, aid and references for the assigned training level
- Make recommendations to the Trg O on promotions according to CATO 13-02 and Squadron policy
- Perform other tasks as assigned by the Trg O

**Level Supervisor (Level Supvr)**

Category:	Secondary
Requirements:	Sergeant (Sgt), Flight Sergeant (FSgt or Warrant Officer 2 <sup>nd</sup> Class (WO2) but shall not be the Squadron Commander (Sqn Comd)
Responsible to:	Level Officer (Level O) or in their absence, the Training Officer (Trg O)
Responsible for:	Cadets assigned to the applicable Level

The Level Supvr is responsible for monitoring and supervising the performance and conduct of the cadets assigned to their level and shall:

- Introduce themselves to the cadets assigned to their level as a point of contact for concerns
- Monitor the assigned cadets for issues related to performance and/or conduct
- Report to the Level O, issues or concerns with the assigned cadets
- Attend Required activities scheduled for their cadets such as field training exercises, museum and citizenship visits and community service events
- Perform other tasks as assigned by the Level O

## CADET PARADE APPOINTMENTS

### Squadron Commander (Sqn Comd)

Category:	Primary
Requirements:	Warrant Officer 1st Class (WO1) or Warrant Officer 2 <sup>nd</sup> Class (WO2) Most senior cadet in the Squadron by rank and seniority
Responsible to:	Commanding Officer (CO)
Responsible for:	Deputy Squadron Commander (Dep Sqn Comd) Squadron Warrant Officer (SWO) Drum Major (Drum Maj) Flag Party Commander (FP Comd) Flight Commander (Flt Comd)
Responsive to:	Administration Officer (Admin O) Training Officer (Trg O)

The Sqn Comd is responsible to the CO for the conduct and discipline of the Squadron, ensuring that all orders and regulations are adhered to by all cadets and shall:

- Instruct classes as required by the Trg O
- Ensure all cadets maintain a high standard of good conduct, military bearing and appearance
- Organize ceremonial parades and inspections
- Recommend to the CO the assignment of qualified cadets to Cadet Parade Assignments
- Assign and schedule qualified cadets to Cadet Parade Assignments for the purpose of training or replacement due to illness
- Command the Squadron during all formal Squadron Parades
- Convey the Squadron's status to the Commanding Officer
- Be in direct contact with the Commanding Officer
- Inform the Commanding Officer of ANY unusual occurrences
- Train subordinates as possible replacements
- Complete other duties as assigned by the CO

**Deputy Squadron Commander (Dep Sqn Comd)**

Category: Cadet Parade Appointment  
Requirements: Warrant Officer 2nd Class (WO2) or Flight Sergeant (FSgt)  
Responsible to: Squadron Commander (Sqn Comd)  
Responsive to: Administration Officer (Admin O)

Considered the Sqn Comd's Chief of Staff, the Dep Sqn Comd is responsible to the Sqn Comd on all issues with respect to discipline and shall:

- Coordinate efforts between the Squadron Warrant Officer (SWO), Drum Major (Drum Maj), Flag Party Commander (FP Comd) and Flight Commanders (Flt Comd).
- Complete uniform inspections of the SWO, DM, FP Comd and Flt Comds prior to all Squadron Parades
- Ensure Squadron policies and announcements are communicated to the DM, FP Comd and Flt Comds for their dissemination to their subordinates
- Review and ensure proper administration of Squadron policies and procedures with respect to discipline
- Ensure all documentation with respect to discipline are forwarded to the Admin O for inclusion into cadet records
- Recommend to the Sqn Comd the assignment and scheduling of qualified cadets to Cadet Parade Appointments
- Establish a roster of Flight Corporals (FCpls) and Sergeants (Sgts) as Duty Cadet for submission to the Admin O
- Assist the Sqn Comd in their functions and replace them in their absence
- Complete other duties as assigned by the Sqn Comd

**Squadron Warrant Officer (SWO)**

Category:	Cadet Parade Appointment
Requirements:	Warrant Officer 2nd Class (WO2) or Flight Sergeant (FSgt) Preferably with a strong drill background
Responsible to:	Squadron Commander (Sqn Comd)
Responsive to:	Training Officer (Trg O)

The SWO is responsible to the Sqn Comd on all issues with respect to drill, dress and deportment including:

- Ensure all cadets maintain a high standard of good conduct, military bearing and appearance
- Recommending to the Sqn Comd the assignment and scheduling of qualified cadets to Cadet Parade Appointments
- Command the completion of the Forming-Up, Opening and Closing portions of all formal Squadron Parades
- Overseeing Drill Instruction in the Squadron, reporting issues to and liaising with the Training Officer with respect to corrective action
- Ensuring the proper dress and deportment of all cadets prior to all Squadron Parades
- Complete other duties as assigned by the Sqn Comd

**Flight Commander (Flt Comd)**

Category:	Cadet Parade Appointment
Requirements:	Flight Sergeant (FSgt)
Responsible to:	Squadron Commander (Sqn Comd)
Responsible for:	Deputy Flight Commander (Dep Flt Comd) Markers Assigned Cadets

The Flt Comd responsible to the Sqn Comd on all issues with respect to drill, dress, deportment and discipline within their assigned flight and shall:

- Recommend to the Sqn Comd, the assignment of the Cadet Parade Assignments within the Flight
- Assign and schedule qualified cadets to Cadet Parade Assignments within the Flight for the purpose of training or replacement due to illness
- Ensure the proper dress and deportment of all cadets prior to formal parades
- Monitor and improve flight morale and esprit de corps;
- Provide leadership opportunities for subordinate NCOs within their flight
- Supervise and inspect flight on a weekly basis to ensure that a high level of dress and deportment are being met
- Handle flight level disciplinary action (e.g. uniform, misbehaviour);
- Provide suggestion for squadron activities (i.e. written plan, costs, etc)
- Provide report on all flight activities/issues to Sqn Comd
- Ensure cadets in their flight are in proper dress and well turned out for training nights.
- Command the Flight during all formal parades
- Train subordinates as possible replacements
- Complete other duties as assigned by the Sqn Comd

**Deputy Flight Commander (Dep Flt Comd)**

Category: Cadet Parade Appointment  
Requirements: Sergeant (Sgt)  
Responsible to: Flight Commander (Flt Comd)/Drum Major (Drum Maj)  
or Flag Party Commander (FP Comd)  
Responsible for: N/A

The Dep Flt Comd shall:

- Recommend to the Flt Comd the assignment of the Cadet Parade Assignments within the Flight
- Command the Flight during the Forming-Up, Opening and Closing portions of all formal parades
- Take attendance of the flight members each Parade Night
- Ensure the proper dress and deportment of all cadets in the Flight prior to formal parades
- Assist the Flt Comd/Drum Maj/FP Comd in their functions and replacing them in their absence
- Complete other duties as assigned by the Flt Comd/Drum Maj/FP Comd

**Marker**

Category: Cadet Parade Appointment  
Requirements: Sergeant (Sgt) or Flight Corporal (FCpl)  
Responsible to: Flight Commander (Flt Comd)  
Responsible for: N/A

For formal Squadron parades, marker positions should be assigned to the most senior cadets in the flight in order of rank and seniority. For training purposes, all qualified cadets should be rotated through the Centre and Rear Rank Marker positions during non-formal parades.



**Flag Party Commander (FP Comd)**

Category: Cadet Parade Appointment  
Requirements: Flight Sergeant (FSgt) or Sergeant (Sgt)  
Responsible to: Squadron Commander (Flt Comd)  
Responsible for: Flag Party Members

In addition to acting as the Flight Commander (Flt Comd) for the Flag Party and completing those duties, the FP Comd shall also:

- Ensure the proper training of sufficient numbers of cadets in Flag Drill and where available, Rifle Drill, ensuring sufficient numbers of trained cadets are available for all parades
- Assign trained cadets as Flag Party members
- Ensure all flag party accoutrements including frogs, flags, belts etc are available and in good condition and order for all parades, reporting any deficiencies to the Supply Officer (Sup O)
- Ensure all flag party accoutrements are proper worn by Flag Party members during all parades
- Ensure all Flag (and Rifle) Drill movements are performed correctly on parade

**Drum Major (Drum Maj)**

Category: Cadet Parade Appointment  
Requirements: Flight Sergeant (FSgt) or Sergeant (Sgt)  
Responsible to: Squadron Commander (Flt Comd)  
Responsible for: Band Members

In addition to acting as the Flight Commander (Flt Comd) for the Band and completing those duties, the Drum Maj shall also:

- Ensure the proper training of sufficient numbers of cadets in Band Drill, ensuring sufficient numbers of trained cadets are available for all parades
- Assign trained cadets as Band members
- Ensure all band accoutrements including instruments, slings, belts etc are available and in good condition and order for all parades, reporting any deficiencies to the Supply Officer (Sup O)
- Ensure all band accoutrements are proper worn by Band members during all parades
- Ensure all Band Drill movements are performed correctly on parade

**SECONDARY DUTIES****Range Safety Officer (RSO)**

Category: Secondary  
Requirements: CIC Officer or Civilian Instructor  
Responsible to: Commanding Officer (CO)

To ensure maximum safety of personnel and protection of property, a qualified RSO shall attend and shall supervise range practices when weapon-firing ranges are in use.

Personnel appointed as RSO must have graduated from the RSO Course, have had their name published in Routine Orders and have been officially recognized an RSO by RCSU. They must also be mature and reliable, have a comprehensive knowledge of range procedures, the applicable orders and practices, and be thoroughly familiar with the weapons to be used. They must have demonstrated the ability to supervise and control the applicable range practice.

In conjunction with instructions and regulations specified for particular range operations, as promulgated by the support Base or Station or the CO, the RSO is responsible to:

- Ensure the safety of all personnel
- Implement policy and ensure the observance of the safety regulations contained in the appropriate orders
- Co-ordinate all operations that take place on the ranges
- Report all unsafe equipment or practices to the CO and recommend changes to existing orders in the interest of safety
- Cancel any range exercise when conditions exist that, in his/her opinion, would constitute a hazard or render the exercise unproductive
- Take immediate action whenever an ammunition accident occurs on a range, in order that medical assistance is rendered to the injured person
- In case of a range accident notifying the CO, the injured persons next of kin and the local police when the indoor range is located on civilian property or the CO of the Unit responsible for the facility when the range is located on DND property, as well as the nearest military police or Royal Canadian Mounted Police (RCMP) detachment
- Remain at the scene of an accident, cordon-off the area and taking all measures deemed necessary in the circumstances.

**Unit Cadet Conflict Management Advisor (UCCMA)**

Category: Secondary  
Requirements: CIC Officer or Civilian Instructor  
Responsible to: Commanding Officer  
Responsive to: Training Officer

The individual should be qualified by having successfully completed a UCCMA course.

The UCCMA is an integral component in the education and promotion of a positive harassment free environment. The UCCMA has a responsibility to:

- Provide information and advice to the CO, cadets and adult staff based on current policy
- Coordinate the delivery of the Promoting Healthy and Safe Experiences (PHASE) training modules in accordance with current policy
- Maintain accurate records of members who have received PHASE training
- Provide advice to the CO in determining an appropriate course of action during incidents
- Maintain separate files on harassment incidents. All files shall be designated protected B and shall be retained for a minimum of five years after the last administrative use of the information in accordance with the Privacy Act Regulations
- Seek advice and guidance from the Regional Cadet Conflict Management Advisor (RCCMA) as required

Note: 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

### **Cadet Correspondent**

Category: Secondary  
Requirements: Level 4 Qualified Cadet  
Responsible to: Commanding Officer (CO)  
Responsive to: Region Public Affairs Officer (RPAO)

Cadet Correspondents should be qualified by having successfully completed Unit CC training

The Cadet Correspondent shall:

- Assist with squadron's public affairs (PA), media relationship, and community relations in accordance with DAOD 2008 series, CATO 13-33, and 11-06
- Assist with use of unit social media accounts in security, accuracy, policy, and propriety (SAPP), under the direction of the CO
- Encourage unit level participation in Area, Regional, and National cadet public affairs initiatives
- Identify interesting PA opportunities about cadets in the unit and advise the CO regarding these opportunities
- Advise CO of any opportunities for PA content during approved cadet activities
- Utilize unit equipment to capture still and video imagery during approved cadet events to highlight themes, messages, and activities of the unit and CCO
- Share captured imagery/created media with the CO and submit any media intended for public publishing to CO for approval
- Perform other tasks as assigned by the CO

**Canteen NCO**

Category: Secondary Duty  
Requirements: Level 2 Qualified Cadet  
Responsible to: Supply Officer (Sup O)  
Responsible for: N/A

The Canteen NCO is responsible for the proper running of canteen sales and shall:

- Conduct and record sales
- Secure funds and inventory
- Notify the Sup O of low inventory items and other issues
- Perform other tasks as assigned by the Sup O

## **SPECIAL DUTIES**

### **Duty Officer (Duty O)**

Category:	Special
Requirements:	Adult supervisor or Most Senior Cadet Present (if no other adult staff present)
Responsible to:	Commanding Officer (CO)
Responsible for:	Duty Cadet (Duty Cdt)

The Duty O shall be responsible to the CO related to cadet supervision, incidents, safety and security of facilities during the assigned Parade Night, function or portion of a Local Directed Activity (LDA) and shall:

- Be present no later than 15 minutes prior to the start of the Parade Night, activity or scheduled portion of an LDA
- Inspect the facility at the beginning of the assigned Parade Night or Activity:
  - turning on lights
  - ensuring entrance/exits are accessible (i.e. free of snow and ice)
  - checking the accessibility and visual condition of firefighting equipment
  - ensuring heat/cooling devices are on, properly set and working
  - ensuring windows are closed
  - looking for and reporting any damages prior to occupation by the cadets
- Greet and direct parent(s)/guardian(s) and other visitors to the facility or training area
- With the assistance of Duty Cdt, monitor common areas, exits and washrooms throughout the Parade Night
- Ensure all cadets remain within the building or training area during the Parade Night or LDA
- Read announcements and/or assist with awards and/or presentations during Closing Parade at the end of the assigned Parade Night or Activity
- Supervising cadet departures including:
  - Making and carrying out any arrangements with a cadet's parent(s)/guardians WRT to any early departures of cadets
  - Be present or ensure another staff member will be present until all cadets have been picked up at the end of the activity and to assist as necessary
  - Ensure until they are picked up at the end of the activity, cadets have access to a phone and shelter from the elements
- Inspect the facilities at the end of the Parade Night or Activity
  - Looking for and reporting additional damages
  - ensure training areas are left in good order
  - ensuring cabinets are closed and locked
  - turning off lights and unnecessary equipment
  - closing windows
  - ensuring doors are left open for heating and ventilation and/or closed for security
  - ensuring heat/cooling device are at their proper settings
- Follow up on issues and incidents as required
- Perform other tasks as assigned by the CO

### **Duty Cadet (Duty Cdt)**

Category:	Special
Requirements:	Sergeant, Flight Corporal or Corporal
Responsible to:	Duty Officer (Duty O)
Responsive to:	Squadron Commander (Sqn Comd) Administration Officer (Admin O)
Scheduled by:	Squadron Commander (Sqn Comd)

The Duty Cdt is responsible for assisting the Duty O WRT supervision of the cadets, incidents and the security of the training area or facility and shall:

- Supervise all cadets prior to parade, during breaks and at the end of the night especially in common areas
- Distribute the attendance sheets to Deputy Flight Commanders (Dep Flt Comds) and returned them promptly to the Admin O
- Ensure the completion of all tasks as identified in the ***Duty Cadet Binder*** by directing and supervising cadets
- Monitor the entrance(s) for:
  - Late cadets and directing them appropriately
  - Unfamiliar parents/guardians or visitors and directing them to the Administration Office or the Duty O
  - Cadets leaving the training area during training and stopping/reporting them
- Ensure timings are met by giving advanced notice to Instructors, Canteen NCOs etc
- Collect the announcements from the Admin O for the Duty O or Sqn Comd as required
- Report any incidents to the Duty O
- Perform other tasks as assigned by the Duty O