



# R.C.S.C.C. NELSON

## Terms of Reference

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**Position Title:** Coxswain  
**Short Title:** Coxn

**Established Rank:** CPO1/CPO2  
**Date Revised:** 12/01/12

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**Responsible To:** Commanding Officer      **Subordinates:** Training Chief Petty Officer  
Regulating Chief Petty Officer  
Support Service Chief Petty Officer

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### **Job Description**

1. The Coxswain is responsible to the Commanding Officer for the implementation of policies that affect the Cadet members of the Ship's Company. The Coxswain shall be responsible for the well being and discipline of all Cadets. Regardless of their seniority they will exercise command over all other cadets.

### **Primary Duties**

1. Advising the Commanding Officer of all matters affecting the moral of the Corps.
2. To be familiar with and maintaining notices, orders, regulations and instructions of concern to the Ship's Company.
3. Arranging Chief & PO briefings and training sessions as required.
4. Assisting with and ensuring the Chief Heads of Department meet the requirements of their terms of reference.
5. Ensuring the Chief Heads of Department are working together as a team to complete tasks for the corps.
6. In cooperation with heads of departments and chief heads of departments, assigning of personnel to special parties and ceremonial guards as directed by the Commanding Officer.
7. Acting as the Divisional Chief Petty Officer for the Chiefs and Petty Officer by keeping them informed and taking care of their general needs.
8. Arranging for the mustering of cadets conducting defaulters.
9. Assisting with conducting recall procedures.

10. Attending meetings as directed by the Commanding Officer

11. Making recommendations for changes to Corps Standing Orders to the Commanding Officer.

**Secondary Duties**

1. As assigned by the Commanding Officer.