

OFFICER OF THE DAY / DUTY OFFICER

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

Every officer at the unit shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

GENERAL DESCRIPTION

The Officer of the Day / Duty Officer serves as a representative of the Commanding Officer for a one-week period, performing a number of key duties within the unit as detailed below.

CHAIN OF COMMAND

1. The Officer of the Day / Duty Officer is responsible **to** the CO.
2. The Officer of the Day / Duty Officer is responsible **for** all personnel assisting with duty tasks.

DUTIES

1. Report for duty 15 minutes prior to regular training and other activities.
2. Ensure training locations are unlocked as required, and that materials and equipment remain accessible when needed while ensuring their ongoing security.
3. Inspect training facilities, offices, washrooms and other locations used for cadet activities prior to the start of training, and report damage, deficiencies or safety concerns promptly to the CO.
4. Conduct opening parade (Colours).
5. Ensure training and other activities remain on schedule, notifying instructors when it's time to wrap up, and ensuring cadets get to training on time following opening parade and any breaks.
6. Collect announcements and conduct closing parade (Sunset).
7. Ensure buildings and other facilities are cleaned, cleared and secured/locked at the end of training.
8. Remain present to supervise until their parents/guardians have picked up all cadets.
9. Monitor late pick-up of cadets, liaison with parents and notify the CO.
10. Ensure safe and ethical behaviour is incorporated in all aspects of training activities, and that a harassment-free environment is maintained.
11. Serve as an instructor, supervise cadets and fulfil other duties as assigned by the CO.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as a Duty Officer.

Duty Officer	Signature	Date
Operations Officer	Signature	Date
Executive Officer	Signature	Date