

1 RCSCC NELSON
**ROYAL CANADIAN
SEA CADETS**



TERMS OF REFERENCE

ISSUED BY
Lt(N) B.N.P. Roberts
COMMANDING OFFICER
4 March 2020

AMENDMENT RECORD

References: [National Defence and the Canadian Armed Forces Manual of Abbreviations](#)

Section Amended	Date	Amended By
Initial Release	24 Sep 19	CO, Lt(N) Parsons
Amendment to issuing authority	21 Jan 20	CO, Lt(N) Roberts
Amendment to XO TOR & removal of Parade O, Fitness & Sports Instructor TOR	4 Mar 20	CO, Lt(N) Roberts

UNIT COMMANDING OFFICER (CO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The CO shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Intermediate Officer Training Course.
2. Completion of the Commanding Officer Course.
3. Strong understanding of policies relevant to the operation of a cadet unit and strong leadership skills to manage personnel, resolve conflict and proactively lead through a positive example.

GENERAL DESCRIPTION

1. The CO is responsible for overseeing all aspects of the cadet mandatory and optional training program.
2. The CO provides guidance and direction, and serves as a mentor to adult staff, senior cadets and junior cadets.
3. The CO serves as the primary point of contact for communication with outside organizations including within the local community and with the Area Office, RCSU (A), League Representatives, Sponsoring Bodies and Affiliated Units.

CHAIN OF COMMAND

1. The CO is responsible **to** the Area Office OIC through the J3 Zone Training Officer.
2. The CO is responsible **for** all unit staff, including volunteers, and the cadets, and to work collaboratively with League Representatives, Sponsoring Bodies and Affiliated Units.

PRIMARY DUTIES

GENERAL

1. Maintain a safe and well-structured environment for all cadets, staff and volunteers at the local cadet unit.
2. Ensure ethical behaviour is incorporated in all aspects of unit operations. Support DND's ethics policy.
3. Ensure a harassment-free environment is maintained and that cadets and staff support CAF and CCO harassment policies.
4. Oversee that environmental stewardship is incorporated into all aspects of the unit. Support the Area environmental policy.
5. Ensure all cadets and CAF members maintain military standards, such as with regard to dress, deportment and personal discipline.
6. Monitor and provide oversight for the delivery of the mandatory and optional training programs.
7. Develop a succession plan in conjunction with the Area Office for unit staff, including succession for a new CO at the end of the CO's term. Identify requirements for staff to progress in position and rank, and ensure staff have the training, experience and other tools required to realize their goals.
8. Responsibly address and manage conflicts within the unit as they arise between cadets, staff and volunteers.
9. Ensure awareness of organization changes and share updates with cadets and staff. Serve as an ambassador on behalf of RCSU (A) to promote program changes with a positive voice.
10. Oversee that all training records and files are accurate, complete and securely filed.
11. Oversee administration of Fortress records, applications and registrations.
12. Oversee and track expenditures of the unit reimbursable through LSA and for unit entitlement days.
13. Ensure expense claims are completed and submitted in a timely manner, and track reimbursement.
14. Oversee CSAR completion and submission, along with any supporting documents, and keep track of the status of each CSAR.
15. Submit a proposed budget to the Sponsor / League for planned expenses for the following training year no later than June 30.

16. Maintain good communication with parents/guardians by providing regular updates on unit training and activities, and by being available in person at the unit and by telephone and e-mail as a direct point of contact for the parent/guardian concerns.
17. Communicate regularly and openly with the J3 Zone Training Officer, Training Support Coordinator, League Representatives, Sponsoring Bodies and Affiliated Unit.
18. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.
19. Ensure equipment and supplies are adequately secured and properly maintained, and that supply areas are properly equipped for tidy and effective organization.
20. Oversee the demand, receipt and return of equipment IAW established DND procedures and authorized scales of issue.
21. Oversee the issuing, exchange, ordering and recovery of uniforms and uniform parts for cadets, and facilitate ensuring CAF members have required uniform parts.
22. Carry out verification of unit equipment and maintain a list of non-public funds (NPF) equipment regularly.
23. Ensure supply documentation is properly maintained and that Material Loss Reports are prepared and submitted for any lost or damaged items.
24. Develop, distribute and post Unit Standing Orders and ensure they are reviewed and updated regularly (at least on an annual basis).
25. Ensure policies and procedures are adhered to by remaining familiar with and up-to-date on CAF policies (DAODs, CFAOs, CANFORGENs, scales of issue) and CCO policies (QSPs, CATOs, Nat CJCR Sp Gp Orders, CANCDTGENs, Area Office policies and procedures).
26. Serve as an instructor and directly supervise cadets as required.

EXECUTIVE OFFICER (XO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The XO shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Occupational Training Course.
2. Fundamental understanding of policies relevant to the operation of a cadet unit and strong leadership skills to assist with managing personnel, resolving conflict and proactively leading through a positive example.

GENERAL DESCRIPTION

1. The XO supports the CO with all aspects of the unit's operations.
2. This role may be a secondary duty.

CHAIN OF COMMAND

1. The XO is responsible to the CO.
2. All staff, volunteers and cadets are *responsive* to the XO.
3. In the absence of the CO, the XO is responsible for all unit staff, including volunteers, and the cadets; however, the CO always remains ultimately responsible for all personnel, training and other activities and maintaining strong working relationships with League Representatives, Sponsoring Bodies and Affiliated Units.

DUTIES

1. Assist the CO in maintaining a safe and well-structured environment for all cadets, staff and volunteers at the local cadet unit.
2. Ensure ethical behaviour is incorporated in all aspects of the unit's operations. Support DND's ethics policy.
3. Ensure a harassment-free environment is maintained and that cadets and staff support CAF and CCO harassment policies.
4. Ensure environmental stewardship is incorporated into all aspects of the unit.
5. Ensure directives issued by the CO are carried out.
6. Assist the CO in ensuring all cadets and CAF members maintain military standards, such as with regard to dress, deportment and personal discipline.
7. Supervise administrative and supply functions of the unit and inform the CO of any problems or challenges within those areas.
8. Monitor the delivery of the mandatory and optional training program.
9. The XO will NOT automatically be named in the CO's succession plan as the next CO.
10. Address cadet disciplinary matters and provide guidance to staff on cadet discipline. Inform the CO of any disciplinary concerns.
11. Oversee the coordination of ceremonial parades in collaboration with the CO.
12. Serve as an instructor, supervise cadets and fulfil other duties as assigned by the CO.
13. Coordinate cadet awards, recognition initiatives, and nominations for medals to present to the CO.
14. Oversee the operations department and supervise officers and cadets in that section IAW Annex A of the Corps SOPs.
15. Conduct an annual review of the Corps SOPs with department heads and recommend changes to the CO.

DECLARATION OF UNDERSTANDING

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

Executive Officer / Deputy Commanding Officer	Signature	Date
Commanding Officer	Signature	Date

TRAINING OFFICER (TRG O)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Trg O shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Environmental Training Course.
2. Completion of the Intermediate Officer Training Course.
3. Strong understanding of QSPs and other training directives and ability to develop and manage training schedules and personnel, to effectively deliver the cadet training program.
4. DND 404 Driving Permit

GENERAL DESCRIPTION

1. The Trg O is responsible for overseeing the delivery of all aspects of the cadet mandatory and optional training programs.
2. The Trg O provides guidance and direction, and serves as a mentor to instructional staff, including volunteers, and cadets.

CHAIN OF COMMAND

1. The Trg O is responsible **to** the Unit CO.
2. The Trg O is responsible **for** the supervision of the Assistant Training Officer and for all personnel delivering training within the unit.

DUTIES

1. Deliver a safe and effective training program in accordance with QSPs.
2. Ensure ethical behaviour is incorporated in all aspects of training and ensure a harassment-free training environment is maintained.
3. Develop an annual training plan by June 30 for the following year, to be presented to the CO for approval.
4. Ensure the training plan includes all mandatory components of the training program and accounts for unit entitlement days, nationally and Regionally Directed Activities (RDA).
5. Ensure training plan includes optional fun activities to enhance interest, encourage recruitment and fosters cadet retention.
6. Maintain an annual schedule of known local and regional training and activity dates, accessible to all staff, volunteers and cadets.
7. Assign qualified instructors to deliver each Educational Objective (EO).
8. Arrange guest speakers and coordinate citizenship tours and other special training activities.
9. Issue weekly training schedule, and ensure all instructors (adults and senior cadets) are aware of their instructional duties at least three weeks prior to instructing.
10. Adjust training schedules as required, to match instructor availability, qualification and competence.
11. Adjust training schedules to ensure all cadets receive the maximum opportunity to participate in all aspects of the regular training program.
12. Plan, organize, oversee and conduct after-action reporting for weekend training activities, including developing Op Orders, conducting O Groups and supervising activities.
13. Complete CSARs for all activities outside of the regular training location or at times other than regular training nights.
14. Provide advice to the CO regarding LSA expenditures and use of entitlement days for training. Submit an annual proposed training expense budget by 30 Jun.
15. Assist and supervise instructors, including staff, volunteers and senior cadets, in the preparation and presentation of training.
16. Delegate tasks to senior cadets for their development as leaders.
17. Monitor periods of instruction, assess the effectiveness of training and provide constructive feedback to instructors.
18. Maintain and enforce standards of dress, drill and deportment within the unit.

19. Ensure training files are kept up to date, including ensuring completed Performance Objectives (POs) are recorded in Fortress, by individual cadet and based on EO attendance, within 30 days.
20. Ensure the Admin O is aware of and registers cadets for CTCs, exchanges and other regionally and nationally Directed Activities, as directed by the CO.
21. Make recommendations to the CO regarding the promotion of individual cadets as well as for prioritization for CTC and other applications.
22. Identify cadets who meet late joiner policy requirements and create custom training plans to accommodate them. Provide recommendations to the CO regarding acceleration of training and rank promotions.
23. Requests from the Sup O, training aids and materials required for regular training and special training activities.
24. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.
25. Remain familiar with and up-to-date on policies affecting training (QSPs, CATOs, Nat CJCR Sp Gp Orders, CANCDTGENs, LSA policies, unit entitlements, standards of drill, dress and deportment, etc.).
26. 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 the Training Officer.

Training Officer	Signature	Date
Executive Officer	Signature	Date

ADMINISTRATION OFFICER (ADMIN O)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Admin O shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Unit Administration Officer Course.
2. Completion of the CIC Occupational Training Course.

GENERAL DESCRIPTION

The Admin O is responsible for overseeing all aspects of administration within the unit, supporting the administration required by the CO, other staff and cadets.

CHAIN OF COMMAND

1. The Admin O is responsible **to** the Unit CO.
2. The Admin O is responsible **for** the supervision of staff and cadets engaged in administrative functions.

DUTIES

1. Perform administrative duties in a safe manner.
2. Ensure ethical behaviour is incorporated in all aspects of unit administration and ensure a harassment-free administrative environment within the unit.
3. Maintain attendance records for cadets for regular and optional training activities to ensure Fortress is updated within 14 days of any activity. Coordinate with other staff who oversee activities to ensure no activity is missed and cadets receive full recognition for their participation.
4. Ensure accurate reporting of Excused Absences and Leaves of Absence as approved by the Unit Commanding Officer and that related documentation is filed appropriately.
5. Create and maintain hard copy personnel files for all cadets. Each cadet file must contain the following:
 - a. their name;
 - b. enrollment and release dates;
 - c. membership application;
 - d. copy of proof of citizenship or permanent resident status;
 - e. copy of unexpired medical insurance card;
 - f. up-to-date address and contact information;
 - g. copies of applications for advance training;
 - h. training progress documentation;
 - i. copies of all CTC course reports and CTC offers of participation;
 - j. awards and recognition;
 - k. any warnings, requests for leave of absence, requests for excused absence and;
 - l. other information relevant to their cadet training and as directed by the CO.
6. Preparing reports, returns, documentation and correspondence for the CO.
7. Prepare claims for the CO and ensure claims are submitted accurately and promptly. All outstanding claims should be submitted on a weekly basis.
8. Maintain attendance records for unit staff. Prepare pay sheets, ensure paid staff members sign them and provided to the CO for signature. Send to RCSU (A) electronically within 7 days of the end of each month.
9. Organize and circulate incoming correspondence, orders, directives and publications received by the unit, including e-mail received in the unit mailbox.
10. Manage outgoing mail.
11. Maintain an effective filing system for both hard copy and electronic documents, forms and resources within the unit.
12. Maintain adequate stock of forms required for unit administration, such as membership application forms and disciplinary forms.

13. Maintain PP&S supplies and submit requests to the CO for PP&S for both administration and training support.
14. Assist parents and cadets with the completion of membership applications and answer any questions they have during the enrollment process. Ensure that new cadets meet the necessary joining requirements IAW CATO 13-01. Ensure no cadet trains with the unit prior to the receipt of a complete application form. Input membership applications in Fortress within 72 hours of receipt.
15. Provide each new cadet with information about unit communication, introduce them to senior cadets and give them a New Cadet Welcome Package and a copy of Unit Standing Orders.
16. Ensure cadets requiring a DHQ (DND 2570) receive and return it within one week. Send DHQs to RCSU (A) promptly upon receipt. Ensure unit staff are informed when medical conditions change for a cadet, to allow training and administrative requirements to be adapted as required.
17. Inform the Sup O of the names of newly enrolled and released cadets.
18. Upon release of a cadet, arrange an interview with the CO and ensure the out-clearance process is completed with the Sup O.
19. Advise the CO regarding inter-unit transfers and complete administrative requirements for transfers into and out of the unit.
20. Monitor the Fortress dashboard on a weekly basis to ensure information is up to date.
21. Ensure all officers are in possession of valid CF ID cards and that they are aware of the requirements for keeping their DND 404 (Drivers Permits) up to date.
22. Maintain a duty roster to be published by the CO in routine orders.
23. Maintain a clean and orderly unit administration office.
24. Ensure secure lock-up of all protected documents.
25. Follow local and CAF policies on recycling and disposal of paper products, toner and other items within the unit.
26. On the advice of the Trg O, register cadets for CTCs, exchanges and other regionally and Nationally Directed Activities, as directed by the CO.
27. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.
28. Remain familiar with and up-to-date on policies affecting unit administration (CATOs, Nat CJCR Sp Gp Orders, CANCDTGENs, LSA policies, unit entitlements, etc.).
29. 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 the Administration Officer.

Administration Officer	Signature	Date
Executive Officer	Signature	Date

SUPPLY OFFICER (SUP O)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Sup O shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Unit Supply Officer Course.
2. Completion of the CIC Occupational Training Course.
3. DND 404 Driving Permit with B11 (Cube Van) and T3 (Towing) endorsements.

GENERAL DESCRIPTION

The Sup O is responsible for overseeing all aspects of the supply system within the unit, including accounting for, storing, caring for and maintaining unit equipment and materials, and managing cadet-clothing stores.

CHAIN OF COMMAND

1. The Sup O is responsible **to** the Unit CO.
2. The Sup O is responsible **for** the supervision of staff and cadets engaged in supply-related functions.

DUTIES

1. Perform supply duties in a safe manner.
2. Ensure ethical behaviour is incorporated in all aspects of unit supply functions and ensure a harassment-free environment within the supply functions of the unit.
3. Ensure environmental stewardship is incorporated into all aspects of the unit and support the Area environmental policy.
4. Perform supply duties in an efficient and economical manner.
5. Ensure staff and cadets manage allocated resources in an efficient and economical manner, optimizing direct and indirect benefits to cadet training.
6. Demand, receive and return equipment IAW established DND procedures and authorized scales of issue.
7. Ensure the security and care of all material, and especially the security of weapons and ammunition.
8. Issue, exchange and order through Logistik Unicorp new uniforms and uniform parts for cadets. Ensure cadets are issued their uniforms on their third week of regular training, by sizing them and placing orders for required uniform parts on the day of enrollment.
9. Issue a t-shirt to all cadets on their enrollment date.
10. Manage the unit Logistik Unicorp account and report to the CO any problems, including shortages of available clothing items.
11. Ensure cadet uniforms fit properly, perform exchanges as required and ensure cadets receive instructions for proper wearing of uniforms, including placement of badges.
12. Undertake measures to recover uniforms from cadets no longer parading with the unit.
13. Advise Admin O of any cadets having returned their uniform.
14. Arrange for cleaning of returned uniform articles before reissuing.
15. Maintain supply storage areas in a tidy and organized manner.
16. Carry out the verification of unit equipment at intervals designated by the CO, such as on the appointment of a new Sup O or upon change of command.
17. Maintain a list of non-public funds (NPF) equipment and material and conduct an annual verification of stock.
18. Maintain supply documentation, including records of SLOC materials, serial numbers of equipment, individual loan cards for cadet uniforms and DND 638 Temporary Loan Cards for equipment issued to cadets and staff.
19. Prepare Material Loss Reports for any lost or damaged items.
20. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.

- 21. Remain familiar with and up-to-date on policies affecting unit supply functions (CATOs, Nat CJCR Sp Gp Orders, CANCDTGENs, LSA policies, unit entitlements, scales of issue, etc.).
- 22. 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 the Supply Officer.

Supply Officer	Signature	Date
Executive Officer	Signature	Date

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Phase O is responsible for ensuring that the phase is implemented to the standard set out in the QSP. This includes ensuring all evaluations and administrative tasks are completed.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

Strong understanding of QSPs and other training directives and ability to develop and manage training schedules and personnel, to effectively deliver the cadet training program.

GENERAL DESCRIPTION

1. The primary responsibility of an RSO is to ensure maximum safety of all personnel, and protection of property.
2. A qualified RSO shall attend and shall supervise all range practises and activities when rifles are in use.
3. The unit may have more than one RSO.

CHAIN OF COMMAND

1. A Phase O is responsible **to** the Trg O.
2. A Phase O is responsible **for** the cadets in their designated phase.

DUTIES

1. Ensure Phase training is conducted IAW the QSP and IGs.
2. Ensure the Phase training standard, set in the QSP, is maintained.
3. Provide PO completion information to Trg O regularly for FORTRESS records.
4. Conduct an initial interview, a mid-year evaluation, and a year-end evaluation with each cadet. Mid-year can be verbal.
5. Conduct training counselling sessions as detailed in the QSP. Trg O and XO to be in attendance.
6. Track phase cadet's EO attendance, and ensure deficiencies are addressed as they arise.
7. Arrange any required remedial instruction or practice for course cadets experiencing difficulties.
8. Keep phase cadets informed of all matters pertaining to their phase.
9. Coordinate with Phase Petty Officer to ensure the instructional needs of the phase are being met.
10. Mentoring the Phase Petty Officer, and provide guidance on instruction and leadership.
11. Brief instructors on assigned lessons and the standard expected to be achieved IAW the QSP & IG.
12. Arrange for any required instructional training aids.
13. Ensure classroom control is maintained at all times and deal with any discipline matters IAW CSOs Part 7.
14. Complete the Phase Qualification record IAW QSP.
15. Keep the Training Officer informed of all matters.

DECLARATION OF UNDERSTANDING

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

Phase Officer	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

ASSISTANT TRAINING OFFICER (A/TRG O)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The A/Trg O shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Occupational Training Course.
2. Basic understanding of the training program and foundational knowledge of effective instructional techniques.

GENERAL DESCRIPTION

The A/Trg O assists the Trg O with delivery of the cadet mandatory and optional training program.

CHAIN OF COMMAND

The A/Trg O is responsible **to** the Trg O.

DUTIES

1. Assist the Trg O with the delivery of a safe and effective training program in accordance with QSPs.
2. Ensure ethical behaviour is incorporated in all aspects of training and that a harassment-free training environment is maintained.
3. Assist in the development of the annual training plan.
4. Assist with the maintenance of an annual schedule of known local and regional training and activity dates.
5. Assist in the planning, organizing, conduct and after-action reporting for weekend training activities, including with the development of Op Orders and with supervision of activities.
6. Assist with the completion of CSARs.
7. Provide feedback to the Trg O regarding LSA expenditures and use of entitlement days for training.
8. Assist instructors, especially senior cadets, in the preparation and presentation of training.
9. Monitor periods of instruction and provide feedback to instructors.
10. Assist with enforcing standards of dress, drill and deportment within the unit.
11. Assist with keeping training files up to date.
12. Provide feedback to the Trg O regarding the promotion of individual cadets as well as for prioritization for CTC and other applications.
13. Assist with the development and delivery of custom training plans to accommodate late-joiner cadets.
14. Request training aids and materials required for regular training and special training from the Sup O.
15. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets.
16. Become familiar with policies affecting training (QSPs, CATOs, Nat CJCR Sp Gp Orders, CANCDTGENS, LSA policies, unit entitlements, standards of drill, dress and deportment, etc.).
17. Serve as an instructor, supervise cadets and fulfil other duties as assigned by the Trg O or CO.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as the Assistant Training Officer.

Assistant Training Officer	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

ASSISTANT ADMINISTRATION OFFICER (A/ADMIN O)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The A/Admin O shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Occupational Training Course.
2. Basic understanding of the training program and foundational knowledge of effective administration techniques.

GENERAL DESCRIPTION

The A/Admin O assists the Admin O with management of the cadet files in accordance with policies and directives.

CHAIN OF COMMAND

The A/Admin O is responsible **to** the Admin O.

DUTIES

1. Assist in maintaining cadet files. Ensuring that they are up to date and contain all required documentation and copies of completed paperwork.
2. Assisting in ensuring cadet Fortress documents are up to date and include attendance, personal information, awards and recognition, and civilian awards and recognition.
3. Being familiar with all Orders, Regulations, and publications and changes to them that relate to the operations of the Administration Division.
4. Assist in the management of incoming and outgoing correspondence.
5. Assist in management and processing all CAF and Civilian documents for Corps activities and adult staff too include pay and volunteer forms, CF52, DND 324 CIC Personnel Transactions and Outgoing Clearance, CIC and CI application process, and COO Net Access Control Forms.
6. Assist in ensuring only members with an Enhanced Reliability Check and an official requirement view cadet files.
7. Assist in monitoring CCO Outlook mailboxes for Regional, National Training, and Deployment opportunities and solicit eligible and process any applications.
8. Assist in preparing and processing all CTC applications as well as deployment and other participation application opportunities for cadets.
9. Assist in managing cadet in and out routine process.
10. Assist with keeping the Corps website and CCO Outlook + ATL 1 Sea calendar up to date with all administrative deadlines.
11. Assist in maintaining a 1085 and bring forward file system.
12. Assist in processing Cadet leave requests.
13. Assist in ensuring Cadets absent without leave are contacted each week.
14. Assist in submitting a list of cadets who have been AWOL 3 or more times to the CO.
15. Assist in preparing certificates for awards and promotions and any programs or other stationary required for ceremonial and special events.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as the Assistant Administration Officer.

Assistant Administration Officer	Signature	Date
Administration Officer	Signature	Date
Executive Officer	Signature	Date

SENIOR MARKSMANSHIP / BIATHLON COACH

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Senior Marksmanship / Biathlon Coach shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. A fundamental understanding of the principles of marksmanship, of physical fitness training and of the rules of competitive marksmanship and biathlon.
2. Completion of the National Coaching Certification Program Level 1 Marksmanship Course
3. Air Rifle Range Safety Officer Qualification
4. Completion of the National Coaching Certification Program Level 1 Biathlon Course
5. Small Bore (.22) Range Safety Officer Qualification

GENERAL DESCRIPTION

1. The Senior Marksmanship / Biathlon Coach organizes and oversees training to prepare cadets to compete in the zone, and higher-level marksmanship and biathlon competitions.
2. This role may be a secondary duty.

CHAIN OF COMMAND

1. The Senior Marksmanship / Biathlon Coach is responsible **to** the Trg O.
2. The Senior Marksmanship / Biathlon Coach is responsible **for** all cadets training to compete in marksmanship and biathlon competitions, and all other coaches and assistant coaches for marksmanship and biathlon.

DUTIES

1. Ensure marksmanship and biathlon training is conducted in a safe manner.
2. Ensure ethical behaviour is incorporated in all aspects of the marksmanship and biathlon training programs, and that a harassment-free environment is maintained.
3. Develop and manage marksmanship and biathlon training programs for the unit in collaboration with the Trg O and other unit staff.
4. Draft Range Standing Orders for approval and posting by the CO.
5. Ensure a Range Safety Officer (RSO) properly supervises all range training activities and that activities are conducted in accordance with Range Standing Orders.
6. Ensure all marksmanship and biathlon equipment is properly maintained and identify damages, deficiencies and shortages to the Sup O.
7. Maintain records of attendance and training progress for cadets participating in marksmanship and biathlon activities.
8. Assist with and supervise instructors in the preparation and presentation of the period of instruction and hands on training for marksmanship and biathlon.
9. Promote ongoing training and development of range instructional staff.
10. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets.
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 the Senior Marksmanship / Biathlon Coach.

Senior Marksmanship / Biathlon Coach	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

SENIOR MUSIC INSTRUCTOR

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Senior Music shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. A fundamental understanding of the cadet music program.
2. Strong musicianship skills.

GENERAL DESCRIPTION

1. The Senior Music Instructor organizes and oversees all band and musicianship training within the unit.
2. This role may be a secondary duty.

CHAIN OF COMMAND

1. The Senior Music Instructor is responsible **to** the Trg O.
2. The Senior Music Instructor is responsible **for** the Drum Major and for all cadets engaged in band and music training, activities and performances, and all other music instructors and assistant music instructors.

DUTIES

1. Ensure music training is conducted in a safe manner.
2. Ensure ethical behaviour is incorporated in all aspects of the music training programs, and that a harassment-free environment is maintained.
3. Develop and manage music-training programs for the unit in collaboration with the Trg O and other unit staff.
4. Advise the Trg O on music training opportunities outside the unit, and on opportunities to perform in parades and other special events.
5. Organize band concerts and parades.
6. Ensure all music-training activities are properly supervised and delivered by qualified music instructors.
7. The Senior Music Instructor is NOT required to personally attend all band activities.
8. Prepare and manage a budget for music training activities, including administrative costs, acquisition and maintenance of instruments.
9. Ensure all band equipment is properly stored and maintained and identify damages, deficiencies and shortages to the Sup O. Ensure the unit has all required music and reference manuals.
10. Select music for parades and concerts.
11. Monitor music testing.
12. Maintain records of attendance and training progress for cadets participating in music training activities.
13. Coordinate the Drum Major selection process and assist the Drum Major in the performance of their duties.
14. Assist with and supervise instructors in the preparation and presentation of the period of instruction for music training.
15. Promote ongoing training and development of music training staff.
16. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets.
17. 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 the Senior Music Instructor.

Senior Music Instructor	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

STANDARDS OFFICER / SENIOR INSTRUCTOR

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Standards Officer / Senior Instructor shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Completion of the Senior Instructor Training Course.
2. Completion of the Environmental Training Course.
3. Strong understanding of QSPs and other training directives.
4. Fundamental understanding of the principles of instruction, of lesson planning, of training assessment, of instruction assessment, of alternate methods of instruction and of standards of dress, drill and deportment.

GENERAL DESCRIPTION

1. The Standards Officer / Senior Instructor ensures a high level of training, dress, drill and deportment within the unit.
2. This role may be a secondary duty.

CHAIN OF COMMAND

1. The Standards Officer / Senior Instructor is responsible to the CO.
2. The Standards Officer / Senior Instructor works collaboratively with the Trg O and Cadet Chief to ensure standards are met, but does not answer directly to the Trg O.
3. The Standards Officer / Senior Instructor provides guidance and mentorship to staff, volunteers and cadets filling instructional roles; however, training remains the responsibility of the Trg O, and the Trg O is responsible for all personnel delivering training.

DUTIES

1. Assist the Trg O in maintaining a safe and well-structured training environment.
2. Ensure ethical behaviour is incorporated in all aspects of training and that a harassment-free environment is maintained.
3. Serve as the primary instructor for Instructional Technique training.
4. Regularly assess periods of instruction delivered by staff, volunteers and senior cadets. Discuss assessments with instructors' one-on-one, providing constructive feedback. Complete written assessment forms and provide them to the CO for review before filing.
5. Promote the use of alternate methods of instruction to ensure a dynamic learning environment within the unit.
6. Monitor assessment of cadets to ensure it is conducted IAW QSPs.
7. Assist instructors for the preparation of lesson plans and training aids.
8. Read CCO e-mails regularly (at least once per week) and respond to e-mails promptly. Review CCO SharePoint message boards to stay current on up-to-date information relevant to the unit and its cadets and staff.
9. Ensure policies and procedures are adhered to by remaining familiar with and up-to-date on QSPs, CATOs, Nat CJCR Sp Gp Orders, CANCDTGENS, standards of drill, dress and deportment, etc.
10. 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 the Standards Officer / Senior Instructor.

Standards Officer / Senior Instructor	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

RANGE SAFETY OFFICER (RSO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. A Range Safety Officer shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.
2. A Range Safety Officer must have completed the Air Rifle Range Safety Officer course and have been qualified as a Range Safety Officer by RCSU (A).

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

1. Standard First Aid Qualification
2. Small Bore (.22) Range Safety Officer Qualification
3. Completion of the National Coaching Certification Program Level 1 Marksmanship Course

GENERAL DESCRIPTION

4. The primary responsibility of an RSO is to ensure maximum safety of all personnel, and protection of property.
5. A qualified RSO shall attend and shall supervise all range practises and activities when rifles are in use.
6. The unit may have more than one RSO.

CHAIN OF COMMAND

16. An RSO is responsible **to** the CO.
17. An RSO is responsible **for** all personnel participating in training involving the use of rifles.

DUTIES

1. Ensure rifle-training activities are conducted in a safe manner.
2. Ensure ethical behaviour is incorporated in all aspects of rifle training activities, and that a harassment-free environment is maintained.
3. Ensure a copy of Range Standing Orders is present and available to all personnel during rifle training activities.
4. Ensure policies outlined in Range Standing Orders are understood and followed by all personnel involved in rifle-training activities.
5. Coordinate all operations that take place on the rifle range.
6. Report all unsafe equipment or practices to the CO and recommend changes to Range Standing Orders in the interest of safety.
7. Cancel any rifle training activities when conditions exist that constitute a hazard.
8. In case of a range accident, notify the CO immediately and administer first aid as required.
9. 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 Range Safety Officer.

Range Safety Officer	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

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

CADET COXSWAIN

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Cox'n shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

GENERAL DESCRIPTION

1. The Cox'n is the most senior position held by a cadet at the unit.
2. The Cox'n is responsible for maintaining high standards of drill, dress and deportment within the unit, while promoting an environment of high morale and esprit de corps.
3. This position shall normally be held for a term of one training year.

CHAIN OF COMMAND

1. The Cox'n is responsible **to** the CO.
2. The Cox'n is responsible **for** all cadets, through the Deputy Coxswain (Regulating Petty Officer) / Company Sergeant Major / Deputy Squadron Commander.

DUTIES

1. Set a high standard of personal dress, drill and deportment within the unit, leading by example.
2. Maintain a positive relationship with all senior cadets and junior cadets.
3. Ensure all cadets adhere to orders and policies. Maintain a good understanding of Unit Standing Orders.
4. Plan and organize unit activities and assist in the planning and preparation of training as required.
5. Inspect the uniforms of senior cadets.
6. Evaluate periods of instruction delivered by senior cadets.
7. Disseminate information on upcoming training and activities to all cadets.
8. Act as a liaison between cadets and the CO.
9. Convey unit status to the CO and ensure the CO is promptly informed of problems and concerns within the unit.
10. Attend all training and activities, or notify the CO of expected absences.
11. Arrive for training properly prepared with required materials and equipment, and in the appropriate order of dress.
12. Actively participate in training and other activities, serve as an instructor and assist the Trg O in the implementation of the unit's training plan.
13. Supervise senior cadets, accounting for the whereabouts of each senior cadet, and providing coaching and mentorship to develop them as leaders within the unit.
14. Make recommendations to the CO for promotions and parade positions, and provide substantiation for recommendations.
15. Maintain a high level of motivation within the unit.
16. At the invitation of the CO, attend unit staff meetings.
17. Organize and chair meetings of senior cadets.
18. Fulfil other duties as assigned by the CO.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as Coxswain.

Cadet Chief	Signature	Date
Executive Officer	Signature	Date

CADET DEPUTY COXSWAIN (REGULATING PETTY OFFICER) (RPO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Deputy Chief shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

GENERAL DESCRIPTION

1. The Deputy Chief assists the Chief in their duty to maintain high standards of drill, dress and deportment within the unit, while promoting an environment of high morale and esprit de corps.
2. This position shall normally be held for a term of one training year.

CHAIN OF COMMAND

1. The Deputy Chief is responsible **to** the XO **through** the Ops O **and to** the Cadet.
2. The Deputy Chief responsible **for** supervising the duties of other senior cadets.

DUTIES

1. Assist the Chief with setting a high standard of personal dress, drill and deportment within the unit, leading by example.
2. Carry out the duties of the Chief in their absence.
3. Develop a positive relationship with all senior cadets and junior cadets.
4. Assist the Chief with ensuring all cadets adhere to orders and policies.
5. Assist in the planning and preparation of training and other unit activities as required.
6. Inspect the uniforms of senior cadets as required.
7. Assist the Chief with disseminating information on upcoming training and activities to all cadets.
8. Ensure the Chief is promptly informed of problems and concerns within the unit.
9. Attend all training and activities, or notify the Chief of expected absences.
10. Arrive for training properly prepared, with required materials and equipment, and in the appropriate order of dress. Actively participate in training and other activities.
11. Supervise other senior cadets as required and provide coaching and mentorship to develop them as leaders within the unit.
12. Make recommendations to the Chief for promotions and parade positions, and provide substantiation for recommendations.
13. Assist the Chief in maintaining a high level of motivation within the unit.
14. Serve as an instructor, supervise cadets and fulfil other duties as assigned.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as Deputy Chief.

Cadet Deputy Chief	Signature	Date
Cadet Chief	Signature	Date
Executive Officer	Signature	Date

CHIEF OF TRAINING (TRG CHIEF)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Trg Chief shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

Basic understanding of the training program and foundational knowledge of effective instructional techniques.

GENERAL DESCRIPTION

The Chief of Training assists the Training Officer in ensuring the Mandatory, Complementary and Optional Training programs proceed at the local and inter-corps level in accordance with applicable QSPs, orders and documentation.

CHAIN OF COMMAND

1. The Trg Chief is responsible **to** the Trg O **through** the Cadet Coxswain.
2. The Trg Chief is responsible **for** supervising and mentoring Phase POs and Instructors.

DUTIES

1. Contacting the Trg O weekly for messages and instructions.
2. Liaise with RPO to ensure all departments' needs are met.
3. Communicate training staff concerns to Ship's Coxswain/Trg O as applicable.
4. Unlock classrooms and ensure adequate space for training to be conducted.
5. Ensure that the Weekly Training is organized and conducted efficiently with all instructor positions covered.
6. Assist Trg O with planning and execution of all weekend and optional training.
7. Post the Weekly Routine Orders at least one week in advance on the corps notice board.
8. Supervise weekly training, and ensure all cadet instructors are on task, whether instructing or free.
9. Maintain a high level of dress and deportment at all times. It is imperative that the Trg Chief sets an excellent example for the corps at all times.
10. Confer with the Trg O on amendments to the Training Program each evening.
11. Follow all additional orders from the Trg O or higher authority.
12. The Trg Chief shall be thoroughly familiar with all QSPs and IGs.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as the Trg Chief.

Trg Chief	Signature	Date
Cadet Chief	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

TRAINING PETTY OFFICER (TRG PO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Trg PO shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

Basic understanding of the training program and foundational knowledge of effective instructional techniques.

GENERAL DESCRIPTION

The Training PO assists the Chief of Training in ensuring the Mandatory, Complementary and Optional Training programs proceed at the local and inter-corps level in accordance with applicable QSPs, orders and documentation.

CHAIN OF COMMAND

1. The Trg PO is responsible **to** the Trg O **through** the Chief of Training and Cadet Coxswain.
2. The Trg PO is responsible **for** supervising and mentoring Phase POs and Instructors.

DUTIES

1. Assist with contacting the Trg O weekly for messages and instructions.
2. Assist liaise with RPO to ensure all departments' needs are met.
3. Assist communicate training staff concerns to Trg Chief/Trg O as applicable.
4. Unlock classrooms and ensure adequate space for training to be conducted.
5. Ensure that the Weekly Training is organized and conducted efficiently with all instructor positions covered.
6. Assist Trg Chief with planning and execution of all weekend and optional training.
7. Post the Weekly Routine Orders at least one week in advance on the corps notice board.
8. Supervise weekly training, and ensure all cadet instructors are on task, whether instructing or free.
9. Maintain a high level of dress and deportment at all times. It is imperative that the Trg Chief sets an excellent example for the corps at all times.
10. Confer with the Trg Chief on amendments to the Training Program each evening.
11. Follow all additional orders from the Trg Chief or higher authority.
12. The Trg PO shall be thoroughly familiar with all QSPs and IGs.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as the Trg PO.

Trg PO	Signature	Date
Trg Chief	Signature	Date
Cadet Chief	Signature	Date
Executive Officer	Signature	Date

STANDARDS PETTY OFFICER (STANDARDS PO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

The Standards PO shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

DESIRED SKILLS, KNOWLEDGE AND QUALIFICATIONS

Basic understanding of the training program and fundamental understanding of the principles of instruction, of lesson planning, of training assessment, of instruction assessment, of alternate methods of instruction and of standards of dress, drill and deportment.

GENERAL DESCRIPTION

The Standards PO assists the Standards Officer in ensures a high level of training, dress, drill and deportment within the unit.

CHAIN OF COMMAND

1. The Standards PO is responsible **to** the Trg O **through** the Standards Officer.

DUTIES

1. Assist the Trg O in maintaining a safe and well-structured training environment.
2. Set a high standard of personal dress, drill and deportment, leading by example.
3. Regularly serve as an instructor, delivering training to cadets at all levels.
4. Serve as the instructor for Instructional Technique training.
5. Assist in regularly assessing periods of instruction delivered by staff, volunteers and cadets. Discuss assessments with instructors' one-on-one, providing constructive feedback.
6. Assist with completing written assessment forms and provide them to the Standards Officer for review before filing.
7. Promote the use of alternate methods of instruction to ensure a dynamic learning environment within the unit.
8. Assist in monitoring assessment of cadets to ensure it is conducted IAW QSPs.
9. Assist instructors for the preparation of lesson plans and training aids.
10. Supervise cadets and fulfil other duties as assigned by the Standards Officer.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as the Standards PO.

Standards PO	Signature	Date
Standards Officer / Senior Instructor	Signature	Date
Training Officer	Signature	Date
Executive Officer	Signature	Date

CADET DIVISIONAL PETTY OFFICER (DPO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

DPOs shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

GENERAL DESCRIPTION

1. DPOs serves as liaisons between the Deputy Coxswain (Regulating Petty Officer) and junior cadets.
2. DPOs assist in maintaining high standards of drill, dress and deportment within the unit.
3. This position shall normally be held for a term of one training year.

CHAIN OF COMMAND

1. DPOs are responsible **to** the Cadet Coxswain **through** the Deputy Chief.
2. DPOs are responsible **for** supervising and mentoring the cadets within their Division.

DUTIES

1. Set a high standard of personal dress, drill and deportment within the Division, leading by example.
2. Develop a positive relationship with all cadets within the Division.
3. Form the Division up in a timely manner for all parades.
4. Ensure accurate attendance is taken and provided in a timely manner to the Deputy Chief for all training and other activities.
5. Ensuring all cadets within the Division adhere to all orders and policies.
6. Assist in the delivery of training and other activities as required.
7. Inspect the uniforms of cadets within the Division and correct any deficiencies.
8. Assist the Chief with disseminating information on upcoming training and activities to all cadets.
9. Ensure the Deputy Chief is promptly informed of problems and concerns within the Division/Platoon/Flight.
10. Attend all training and activities, or notify the Deputy Chief of expected absences.
11. Arrive for training properly prepared with required materials and equipment, and in the appropriate order of dress. Actively participate in training and other activities.
12. Supervise cadets within the Division and provide coaching and mentorship.
13. Make recommendations to the Deputy Chief for promotions and parade positions for cadets within the Division/Platoon/Flight, and provide substantiation for recommendations.
14. Maintaining a high level of motivation within the Division.
15. Serve as an instructor and fulfil other duties as assigned.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as DPO.

Cadet DPO	Signature	Date
Cadet Deputy Chief	Signature	Date
Cadet Chief	Signature	Date
Executive Officer	Signature	Date

GUNNERY INSTRUCTOR (GI)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

GIs shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

GENERAL DESCRIPTION

The Gunnery Instructor is in charge of the parade section of the Operations Department. The GI will be responsible to the RPO for ensuring the corps meets the standards & follows all proper procedures for conducting ceremonies in accordance with the CFP 201 & Sea Cadet Manuel of drill and ceremony. This position shall normally be held for a term of one training year.

CHAIN OF COMMAND

3. GIs are responsible **to** the XO **through** the Parade O.
4. DPOs are responsible **for** supervising and mentoring the cadets within their Division.

DUTIES

1. Set a high standard of personal dress, drill and deportment within the Division, leading by example.
2. Ensuring the Ship's Company drill is to the standard set out in the CFP 200,201 & The Sea Cadet Manuel of Drill & Ceremony, by providing instruction to the DPOs as necessary or advising the RPO of areas requiring improvement.
3. Ensuring the Ship's drill routines are properly followed.
4. Ensure the Ship's Company is properly trained & briefed for all ceremonial events.
5. Conducting a marked uniform evaluation of PO2s and below once they arrive on board.
6. Ensuring uniform marks are properly recorded for the cock of the walk program
7. Reviewing the divisional uniform marks and informing the DPOs of areas that require improvement.
8. Conduct regular uniform inspections of senior cadets and inform them of deficiencies. Follow up as required.
9. Oversee uniform inspections of all cadets and assist senior cadets with maintaining a high standard of dress within the unit. Guide senior cadets to correct issues while motivating cadets to improve individually and as a unit.
10. Ensure cadets with ill-fitting uniform parts have them replaced promptly, by directing them to the Sup O and by ensuring the Sup O takes prompt action to replace those parts that do not fit.
11. Recommending any changes to the Ship's drill routine to the RPO.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as GI.

GI	Signature	Date
Cadet Deputy Chief	Signature	Date
Cadet Chief	Signature	Date
Executive Officer	Signature	Date

PHASE PETTY OFFICER (PHASE PO)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

Phase POs shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

GENERAL DESCRIPTION

The Phase Petty Officer is responsible for ensuring that the phase is implemented to the standard set out in the QSP. This includes preparing and presenting high quality, original lessons, and adapting instructional techniques to the needs of the phase’s individual learners.

CHAIN OF COMMAND

- 12. Phase POs are responsible **to** the Cadet Coxswain **through** the Trg Chief.
- 13. Phase POs are responsible **for** supervising and mentoring the cadets within their Division.

DUTIES

- 1. Ensure the outcomes of each EO, defined in the IG, are met.
- 2. Provide any required remedial instruction or practice for course cadets experiencing difficulties.
- 3. Keep phase course cadets informed of all matters pertaining to their phase.
- 4. Coordinate with Phase Officer to ensure the instructional needs of the phase are being met.
- 5. Consistently present yourself positively, professionally, and empathetically to the phase course cadets.
- 6. Actively seek out mentorship to improve personal instruction and leadership.
- 7. Prepare personal lesson plans in advance of instructional periods.
- 8. Incorporate Advanced Methods of Instruction into every class taught.
- 9. Arrange for required instructional training aids.
- 10. Ensure classroom control is maintained at all times and deal with any discipline matters IAW CSOs Part 7.
- 11. Keep the Phase Course Officer informed of all matters.

DECLARATION OF UNDERSTANDING

I have read and understood the duties required of me as DPO.

Phase PO	Signature	Date
Trg Chief	Signature	Date
Cadet Chief	Signature	Date
Executive Officer	Signature	Date

PETTY OFFICER OF THE DAY (POOD)

ESSENTIAL SKILLS, KNOWLEDGE AND QUALIFICATIONS

POODs shall be knowledgeable of and capable of carrying out all duties as detailed within this TOR.

GENERAL DESCRIPTION

The POOD is responsible for ensuring the operation of the brow goes smoothly during training. The POOD operates on a rotational basis

CHAIN OF COMMAND

1. POODs are responsible **to** the OOD.
2. POODs are responsible **for** supervising and mentoring the cadets within their duty division.

DUTIES

1. Reporting to the OOD at 1815hrs to receive a briefing.
2. Ensuring all members of the duty division are present and briefed.
3. Ensuring the Cadet Duty watch is properly manned at all times.
4. Ensuring the Ship is properly set up and secured for training and after training.
5. To ensure the evening routine runs on time and follows the proper sequence.
6. Assisting the OOD in making sure that the duty division and routine operates efficiently and according to the CSO and Quarterdeck Manual.
7. Conducting brow duty throughout the evening.
8. Briefing the duty division and assigning tasks that may need to be completed at the beginning and end of the training night.