



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

### **Terms of Reference**

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**Position Title:** Petty Officer of the Watch  
**Short Title:** POOW

**Established Rank:** PO1, PO2  
**Date Revised:** 01/11/10

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**Responsible To:** Officer of the Watch

**Subordinates:** 2IC  
Watch Cadets

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### **Job Description**

1. The Petty Officer of the watch position shall not be considered as a Secondary position, but that of a very important and demanding function of a corps Petty officer. The Petty Officer holding a Petty Officer of the Watch position shall consider it just as important and equal to all Section PO / Instructor positions within RCSCC NELSON. The Petty Officer of the Watch, May in some cases, will also hold other corps appointments.
2. The Petty Officer of the Watch will adopt the attitude of DO AS I DO and insist upon oneself that all actions are conducted in the correct manner. The POOW must of necessity set an inspiring example to be followed. The success of RCSCC NELSON or any other cadet corps to a large extent depends entirely upon the effectiveness of the Petty Officers of the Watch in the execution of their duties. It is expected that each POOW put forth a maximum effort in this regard.

### **Primary Duties**

1. Become acquainted with and endeavor to obtain a complete understanding of each cadet while maintaining a professional separation. Know the cadet's full name, special interests and general progress within the corps. Assist those cadets experiencing difficulties in the training program;
2. To delegate some of the authority to the 2IC and senior cadets within the Watch, and to ensure that these responsibilities are being carried out correctly. This is an important aspect of developing leadership abilities; and
3. To make weekly contact with the cadets in the Watch and then sending a contact report to the Officer of the Watch.

4. The Petty Officer of the Watch also needs to be familiar with all upcoming corps events and training opportunities and ensure all appropriate cadets in the watch are informed.
5. Ensuring the Cadets in the watch are aware of the duty schedule and report to assigned duties.
6. Ensuring a high level of esprit du corps is maintained at all times.
7. Being familiar with corps discipline procedures and taking corrective action when necessary.
8. Keeping cadets informed of all information & changes at the corps.
9. Any other task assigned by OOW or higher authority.

It is the Petty Officer of the Watch who can be the major contribution to a cadet's success or failure and in whole, to RCSCC NELSON's success or failure.

I have read and understand the responsibilities & duties I am to carry out as a Petty Officer of the watch on Board RCSCC NELSON.

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Petty Officer of the Watch

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Officer of the Watch

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date