



1 RCSCC NELSON
TERMS OF REFERENCE

COMMANDING OFFICER

Rank: Lt(N)/Capt

Abbreviation: CO

The CO is responsible for overseeing all aspects of the cadet mandatory and optional training program. This includes providing guidance, direction, and mentorship to adult staff and all cadets.

The CO is the primary point of contact for outside organizations including the Area Office, RCSU(A), the Navy League of Canada, and HMCS SCOTIAN.

The CO reports to the CO, RCSU(A) through the Area Office OIC and the J3 Zone Training Officer (ZTO).

Direct Reports:

- XO
- TrgO
- Cox'n
- Cadet Correspondent

Indirect Reports:

- Standards O
 - A/TrgO
 - PhaseOs
 - AdminO
 - SupO
 - Band Officer
 - Marksmanship Coach
 - Biathlon Coach
 - All Adult Staff
 - All cadets
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Pre-Requisites:

- Completion of the Intermediate Officer Training Course (IOTC)
 - Completion of the Commanding Officer Course (COC)
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General:

- Maintain a safe and well-structured environment for all cadets, staff, and volunteers free from harassment.
- Oversee that environmental stewardship is incorporated into all aspects of the unit.
- Maintain and oversee the enforcement of military standards including dress, deportment, and discipline.
- Develop a succession plan in conjunction with the Area Office for unit staff.
- Oversee the unit's conflict management systems and ensure issues are addressed in accordance with CJCR policies and procedures.
- Ensure awareness of organization changes and share updates with cadets and staff as necessary.

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- 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.
- Communicate regularly and openly with the J3 ZTO, Training Support Coordinator, League Representatives, Sponsoring Bodies and Affiliated Unit.
- 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.
- Develop, distribute and post Unit Standing Orders and ensure they are reviewed and updated regularly (at least on an annual basis).
- 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).
- Serve as an instructor and directly supervise cadets as required.

Navy League of Canada:

- Submit a budget proposal to the Navy League of Canada – Halifax Branch but 30 Jun each training year.
- Oversee and track expenditures of the unit reimbursable through LSA and for unit entitlement days.

Training:

- Provide oversight to the TrgO on delivering the mandatory and option training programs.
- Oversee the completion of training records and files.
- Oversee CSAR submission and completion, along with any supporting documents, and keep track of the status of each CSAR.

Administration:

- Oversee the administration of Fortress records, applications, and registrations.
- Provide documentation for the submission of reimbursement through RCSU(A) for LSA and unit entitlement days.

Supply:

- Ensure equipment and supplies are adequately secured and properly maintained, and that supply areas are properly equipped for tidy and effective organization.
- Oversee the demand, receipt and return of equipment IAW established DND procedures and authorized scales of issue.
- Oversee the issuing, exchange, ordering and recovery of uniforms and uniform parts for cadets, and facilitate ensuring CAF members have required uniform parts.
- Carry out verification of unit equipment and maintain a list of non-public funds (NPF) equipment regularly.
- Ensure supply documentation is properly maintained and that Material Loss Reports are prepared and submitted for any lost or damaged items.