**QUARTERMASTER**

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| Rank: PO1 | Abbreviation: QM |

PO2

The QM is responsible for overseeing the unit’s brow area is kept orderly and efficient throughout training activities at HMCS SCOTIAN.

The QM reports to the RPO, 1 RCSCC NELSON.

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| Direct Reports:   * Brow Petty Officers | Indirect Reports:   * N/A |

General:

* Set a high standard of personal dress, drill, and deportment within the unit, leading by example
* Maintain a positive relationship with all senior and junior cadets.
* Ensure all cadets adhere to orders and policies. This includes maintaining a good understanding of the Corps Standing Orders.
* Plan and organize unit activities and assist in the planning and preparations of training as required.
* Attend and participate in all training or activities or notify the RPO and XO of expected absences or reasons not to participate.
* Be punctual and prepared for training activities, including assigned lessons.

Quarterdeck

* Oversee the Quarterdeck staff and ensure operations are running effectively throughout training events.
* Assist in completing and updating the Quarterdeck manual.
* Assist with facilitating the 323 PC in coordination with the RPO, Standards Petty Officer, and Standards Officer.