



1 RCSCC NELSON
TERMS OF REFERENCE

EXECUTIVE OFFICER

Rank: Lt(N)/Capt or SLt/Lt

Abbreviation: XO

The XO is responsible for overseeing the operations department, which includes Parade, Administration and Supply. This includes providing guidance, direction, and mentorship to all operations staff.

The XO reports to the CO, 1 RCSCC NELSON.

Direct Reports:

- AdminO
- SupO
- RPO

Indirect Reports:

- All Adult Staff
 - Ship's Writer
 - Supply PO
 - Quartermaster
 - GI
-

Pre-Requisites:

- Completion of the Sea Environmental Training Course (SETC) or applicable elemental training.
 - Completion of Intermediate Officer Training Course (IOTC).
-

General:

- 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.
- 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) as it pertains to training.
- Serve as an instructor and directly supervise cadets as required.
- Oversee the implementation of a Corps morale program, which includes recruiting prizes and monthly gift card prizes.
- Coordinate Navy League and National medals/awards and Corps awards each training year.

Operations:

- Oversee the coordination of ceremonial parades, including ACR, in accordance with CAF and CJCR drill manuals.
- Oversee the cadet discipline and conduct issues in accordance with the applicable CATO or policy.
- Coordinate weekly OOD, POOD, and duty watch schedules with the TrgO.

1 RCSCC NELSON

TERMS OF REFERENCE – EXECUTIVE OFFICER

- Reviewing and updating the CSOs on an annual or as required basis.

Subordinates:

- Delegate appropriate tasks to members of the operations department.
- Meet with operations staff on a regular basis to keep them informed.

Administration:

- Ensure that records are destroyed in accordance with CJCR Directives and Policies.