TERMS OF REFERENCE

CADET APPOINTMENTS AND RANKS

02 Jul 17

Distr List

**TORs – CDT APPOINTMENTS AND RANKS**

FORWARD

1. The following TORs are to be used as a guideline by cadets of 530 RCACS. CATO 15-22 remains the authority for Cadet Discipline. The Sqn CO reserves the right to alter these TORs at any time, without notice.

APPOINTMENTS

2. Cadet Squadron Commander (C/Sqn Comd)

1. The highest-ranking cadet in the Sqn;
2. Responsible to the CO;
3. Will act as liaison between CO and senior cadets;
4. Display highest degree of integrity, dress, drill, and deportment;
5. Train, coach, evaluate, and discipline cadets as needed;
6. Maintain expert knowledge of CF-201, GCK, and LHQ information;
7. Provide CO with honest and accurate information upon request;
8. Follow all orders as directed by CO, or Sqn staff.

3. Cadet Squadron Deputy Commander (C/Sqn DComd)

1. Responsible to the C/Sqn Comd;
2. Oversee the performance of C/Flt Comds and C/FP Comd;
3. Display highest degree of integrity, dress, drill, and deportment;
4. Train, coach, evaluate, and discipline cadets as needed;
5. Maintain expert knowledge of CF-201, GCK, and LHQ information;
6. Follow all orders as directed by CO, Sqn staff, and C/Sqn Comd.

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4. Cadet Squadron Warrant Officer (C/SWO)

1. Responsible to the C/Sqn DComd;
2. Oversee the dress, drill, and deportment of the Sqn;
3. Display highest degree of integrity, dress, drill, and deportment;
4. Train, coach, evaluate, and discipline cadets as needed;
5. Maintain expert knowledge of CF-201, GCK, and LHQ information;
6. Follow all orders as directed by CO, Sqn staff, C/Sqn Comd, and C/Sqn DComd.

5. Cadet Squadron Adjutant (C/Sqn Adj)

1. Responsible to the C/Sqn DComd;
2. Assist the C/SWO;
3. Display highest degree of integrity, dress, drill, and deportment;
4. Train, coach, evaluate, and discipline cadets as needed;
5. Maintain expert knowledge of CF-201, GCK, and LHQ information;
6. Follow all orders as directed by CO, Sqn staff, and command-level WOs.

6. Cadet Flight Commander (C/Flt Comd)

1. Responsible to the C/Sqn DComd;
2. Oversee the management and performance of their assigned Flt;
3. Provide coaching and mentoring to Flt mbrs;
4. Recommend Flt mbrs for recognition or disciplinary action;
5. Follow all other orders issued by higher authority.

7. Cadet Flag Party Commander (C/FP Comd)

1. Responsible to the C/Sqn DComd;
2. Oversee the management and performance of the FP;
3. Ensure proper storage of flags and rifles when not in use;
4. Maintain knowledge of FP drill and protocol;
5. Reports to the Drill Team OIC for all drill and protocol queries;
6. Provide coaching and mentoring to FP mbrs;
7. Recommend FP mbrs for recognition or disciplinary action;
8. Follow all other orders issued by higher authority.

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8. Commanding Officer’s Pipes and Drums Drum Major (DMaj / PMaj)

1. Manage and direct musicians of the Sqn Band;
2. Responsible to the C/Sqn DComd;
3. Ensure that all mbr uniforms and instruments are dressed according to the CATOs;
4. Recommend mbrs for recognition or disciplinary action;
5. Maintain proper drill and deportment for mbrs;
6. Follow all other orders issued by higher authority.

9. Cadet Instructors (C/Instr)

1. Responsible to the C/Instr’s Level Officer;
2. Ensures all material instructed is in accordance with the CUTP;
3. Respond accordingly to all criticism provided by Trg staff.

10. Cadet in Command, Projects or Teams (C/IC, *Project | Team*)

1. Responsible to the OIC, *Project | Team*;
2. Lead participants during the project or team objectives;
3. Communicate team or project needs to OIC.

11. Cadet Flight Second-in-Command (C/Flt 2IC)

1. Responsible to C/Flt Comd assigned;
2. Act as C/Flt Comd when needed;
3. Provide coaching and mentoring to mbrs of flt;
4. Assist in the drill, dress, deportment of flt mbrs;
5. Assist in weekly communications;
6. Follow all other orders as assigned.

12. Duty Cadet (D/NCO)

 a. Responsible to the Admin O;

b. Ensure that attendance for Sqn has been completed NLT the beginning of first period each training night;

 c. Maintain class timings by alerting instructors of period end times;

 d. Complete other duties assigned by the Admin O, or Duty O.

13. Cadet Flight Section Commander (C/Flt Sec Comd)

1. When assigned, this mbr ensures the dress and deportment of their sec meets the standards established by the C/Flt Comd.

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14. Clarity for the responsibilities on each position can be sought from the Trg O, or the CO.

T Smith, CD

Capt

CO

530 RCACS

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Distr List

Action

Senior Cdts

Info

DCO

Trg O

Sup O

Admin O

Level Offrs

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