# REGIMENTAL SERGEANT MAJOR

1. Responsible to: CO

3. Responsive to: DCO

4. Directly Supervises: DSM

5. Subordinates: DSM, CSM, TSM

6. The RSM is the senior non-commissioned officer within a cadet corps and is responsible to the CO for management of the corps’ cadet NCO team, including but not limited to training, administration, supervision, and control, as well as top level management of all corps cadets, including but not limited to discipline, dress, deportment, drill, and morale. Specifically, the RSM is responsible for:

1. Passing orders and directives from the CO and DCO on to the NCOs and cadets;
2. Managing and supervising all corps NCOs in the conduct of their duties;
3. Supervising and controlling corps NCOs on all mandatory exercises;
4. Managing all corps parades and ceremonial events;
5. Advising the CO on all promotions and appointments concerning cadets within the corps;
6. Advising the CO, DCO, and Trg O on all policies and directives, both proposed and current, within the corps as they affect cadets within the corps;
7. Acting as the senior disciplinarian for all corps cadet personnel;
8. Acting to ensure high levels of morale and esprit de corps within the corps;
9. Establishing a relationship with all corps officers and being prepared to advise all officers on their decisions and relationship with corps NCOs and cadets;
10. Develop subordinate cadets;
11. Train a replacement
12. Ensuring high standards of drill within the corps IAW A-CR-CCP 201 Canadian Forces Manual of Drill and Ceremonial;
13. Setting and enforcing dress policy IAW CFP 265 Canadian Forces Dress Instructions and CATO 46-01 Army Cadet Dress Regulations;
14. Having a thorough knowledge of CATO 15-22 – Conduct and Discipline Cadets, and other CATOs related to discipline and conduct, and working with the Commanding Officer, officers, and NCOs to ensure compliance, enforcement, and consequence where necessary;
15. Any other duties as assigned by the CO or DCO

# DRILL SERGEANT MAJOR (DSM)

1. Responsible to: RSM
2. Responsive to: CO, DCO, Trg O,
3. The Drill Sergeant is responsible to the RSM as the second-most senior NCO within the corps. Specifically, the DSM is responsible for assisting with the duties of the RSM, and taking on those duties on in the RSM’s absence. Specifically, the DSM is responsible for:
   1. Passing orders and directives from the RSM on to the NCOs;
   2. Evaluating periods of instruction as directed by the Trg O;
   3. Supervising and providing assistance to all corps NCOs on parade nights and mandatory exercises;
   4. Advising the CO, DCO, Trg O, and RSM on all policies and directives, both proposed and current, within the corps as they affect cadets within the corps;
   5. Acting as a senior disciplinarian within the corps;
   6. Ensuring, in coordination with the RSM, high standards of drill within the corps IAW ACR-CCP 201 The Canadian Forces Manual of Drill and Ceremonial;
   7. Enforcing dress policy IAW CFP 265 Canadian Forces Dress Instructions and CATO 46-01 Army Cadet Dress Regulations;
   8. Having a thorough knowledge of CATO 15-22 – Conduct and Discipline Cadets, and other CATOs related to discipline and conduct, and working under the direction of the RSM to ensure compliance, enforcement, and consequence where necessary;
   9. Any other duties as assigned by the CO, DCO, or RSM.

# SQUADRON SERGEANT MAJOR (SSM)

1. Responsible to: RSM , DSM
2. Responsive to: CO, DCO, Admin Officer
3. Directly Supervises: Troop WO’s
4. The SSM is responsible for the day-to-day administration of the Cadet Squadron, including but not limited to discipline, dress, deportment, and drill. Specifically, the SSM is responsible for:
5. Ensuring effective Coy communications, including but not limited to coordination and supervision of a weekly phone out;
6. Ensuring that Coy timings are constantly met and observed;
7. Passing orders and directives from the TrgO and support on to the Coy;
8. Supervising and directing Coy NCOs in coordination with the RSM and applicable Troop Comds;
9. Acting as a senior disciplinarian within the corps;
10. Controlling Coy administration and logistics in conjunction with the applicable sections of the unit;
11. Ensuring high standards of drill, dress, and deportment within the Corps;
12. Supervising and controlling the Coy on all mandatory exercises; and
13. Any other duties as assigned by the DCO, OpsO or RSM.

# TRAINING SERGEANT MAJOR

1. Responsible to: Trg O

3. Responsive to: DCO

4. Directly Supervises: Cadet Instructors

5. Subordinates: Assistant Training NCO

* 1. Ensuring that assigned classes are appropriately planned and prepared IAW the QSP and IG;
  2. Ensuring that assigned classes are delivered effectively IAW the QSP and IG;
  3. Acting as an assistant instructor where directed;
  4. Understanding and using AMI techniques where effective;
  5. Understanding and using quality training aids where effective;
  6. Understanding and using concurrent activities where effective; and
  7. Reviewing, on a weekly basis, the monthly training schedule and preparing classes accordingly.

# TROOP WARRANT OFFICER

1. Responsible to: Troop Comd, SSM

3. Responsive to: SSM

4. Directly Supervises: Sect Comds

5. The Troop WO is responsible to the Troop Comd for the day-to-day administration of the Troop, including but not limited to discipline, dress, deportment, and drill. Specifically, the Troop WO is responsible for:

* 1. Ensuring effective Troop communications, including but not limited to a weekly phone out and messages;
  2. Obtaining reasons for cadet absences from mandatory training and ensuring those reasons are passed on to the Troop Comd and SSM
  3. Passing orders and directives from the Troop Comd or SSM on to the Troop;
  4. Supervising and controlling the Troop on all mandatory exercises;
  5. Supervising and directing Sect Comds and Sect 2ICs;
  6. Acting to control discipline within the Troop;
  7. Controlling Troop administration and logistics;
  8. Ensuring high standards of drill, dress, deportment, and morale within the Troop;
  9. Preparing the Sect Comds to take over the role of Troop WO in the Troop WO absence and ensuring a senior Sect Comd and or Troop 2IC is designated; and
  10. Any other duties as assigned by the Troop Comd or SSM

# SECTION COMMANDER

1. Responsible to: Troop WO
2. Responsive to: Troop Comd
3. Directly Supervises: Section 2ICs, Section Members
4. The Sect Comd is responsible to the Troop WO for the discipline, training, morale, and administration of the Sect. Specifically the Sect Comd is responsible for the following:
   1. Commanding and controlling section period;
   2. Ensuring effective Sect communications, including but not limited to a weekly phone out;
   3. Contacting cadets who are absent from mandatory training to seek a reason for their absence, and passing that reason on to the Troop WO;
   4. Passing orders and directives from the Troop WO on to the Sect;
   5. Supervising and commanding the Sect on all mandatory exercises;
   6. Keeping a Sect Comds book with critical information and training notes on all Sect members;
   7. Supervising and directing the section in conjunction with the Troop WO;
   8. Ensuring that the Sect 2IC is fully capable of taking on the role of the Sect Comd in the Sect Comds absence;
   9. Ensuring that Sect administration and logistics are up to date;
   10. Ensuring high standards of drill, dress, and deportment within the Sect; and
   11. Any other duties as assigned by the Pl WO.

# SECTION 2ND IN-COMMAND (2IC)

1. Responsible to: Sect Comd
2. Directly Supervises: Sect Mbrs
3. The Sect 2IC is responsible to the Sect Comd to assist with the discipline, dress, deportment, and drill of the Sect. The Sect 2IC is additionally responsible to take on the role of the Sect Comd if the Sect Comd is absent. Specifically, the Sect 2IC is responsible for;
4. Ensuring uniform requirements within the section are complete and all members are in full uniform;
5. Providing timely direction to section members on drill, dress, and deportment;
6. Coordinating with Sect Comd to ensure section period activity is thoroughly planned and prepared;
7. Assisting with the weekly phone-out as directed by the Sect Comd; and
8. Any other duties as assigned by the Pl WO or Sect Comd

# REGIMENTAL QUARTERMASTER

1. Responsible to: SupO
2. Responsive to: OpsO, TrgO, SSM
3. The RQM is responsible to the SupO for the control and distribution of all materiel within the corps. Specifically, the RQM is responsible for:
   1. Ensuring all cadets are uniformed in coordination with the Pl WOs;
   2. Controlling the distribution of materiel as required;
   3. Ensuring the timely return of materiel on loan;
   4. Ensuring the security of materiel in conjunction with the SupO and denying access to stores areas to unauthorized personnel;
   5. Supervising the cleanliness of the Corps office, supply area, and storage areas;
   6. Acting on all corps field exercises to: control and coordinate the issuance, maintenance, control and return of all required stores and minimize losses;
   7. ii. coordinate cooking and feeding, water provision, ablutions areas and water,
   8. garbage control, lantern and stove lighting as required, and bivouac cleanliness;
   9. iii. issuing radios and establishing the internal radio net, and ensuring compliance with
   10. proper radio procedures;
   11. iv. acting as the senior logistics NCO on advance and rear parties; and
   12. any other duties as assigned by the SupO.

# ADMINISTRATION WARRANT OFFICER

1. Position: Administration Warrant Officer (AdminWO).
2. Superior: Administration Officer (AdminO).
   1. Ensure attendance rolls for activities are printed and distributed accordingly;
   2. Assist in entering attendance records for regular, mandatory support, optional, and all other training periods;
   3. Assist in initiating the Taken on Strength (TOS) procedure for all new cadets;
   4. Assist in the Struck off Strength (SOS) procedure for all departing cadets;
   5. Advise Supply of names of cadets newly enrolled and departing cadets;
   6. Check the squadron voicemail and log all messages in the phone log, flagging important ones with the CO or DCO;
   7. Assist in maintaining the Squadron filing system;
   8. Review uniform inspections, take necessary action;
   9. Maintain the accessibility of reference material for all instructional staff;
   10. Update, print, and post the monthly Squadron Calendar;
   11. Transport old files to filing cabinets in sea can
   12. Helping out at recruiting drives and completing nominal roll (where the cadets have to sign)
   13. Maintain the Squadron bulletin board on the Parade Square;
   14. Create and manage a Squadron Duty Roster and its distribution; and
   15. Perform other duties as assigned.