

872 KANATA AIR CADET SQUADRON
COMMANDING OFFICER'S DIRECTIVE 13-01

RESPONSIBILITIES AND DUTIES OF 872 SQUADRON SENIOR CADETS

- References:
- A. Cadet Administrative and Training Orders
 - B. 872 Kiwanis Royal Canadian Air Cadet Squadron – Cadet Information Handbook
 - c. Commanding Officer's Directive / 12 – 02 Harassment /abuse incident staffing processes
 - d. Commanding Officer's Directive / 12 – 03 Radio communications and voice procedure
 - E. 872 "BZ" Report Form

1. **Introduction**

The purpose of this Directive is to amplify and specify, in general terms, the duties of Senior Cadets of 872 Squadron and to stand as a reminder and reference document in this regard.

2. **Responsibilities and duties by general heading**

a. Leadership:

A Senior Cadet must always be:

- aware of the requirement to be a role model
- watchful and considerate of the welfare of all Squadron Cadets
- vigilant for harassment / abuse situations and take action as required
- always ready to let immediate subordinates assume aspects of his / her duties, when appropriate
- always ready to discipline, coach, counsel subordinates and to offer encouragement and congratulations as appropriate. Ref E.

b. Communications:

A Senior Cadet must always:

- be aware of all messages and postings on the Squadron web site and all upcoming squadron activities and must ensure that his / her subordinates are also aware
- act as an information conduit: from Squadron management to Cadets and from Cadets to Squadron management and make management aware if communications issues / problems occur
- be familiar with and able to use Radio Voice Procedures, in accordance with Ref D.

c. Dress and deportment:

A Senior Cadet must always be:

- a role model in terms of dress and deportment
- willing and able to correct error made by subordinates and ensure that all cadets are aware of dress regulations including hair and jewelry wear and what constitutes proper civilian dress
- willing to ensure that cadet uniforms are the proper size and in good repair and always ready to ensure that subordinates are aware of the uniform parts exchange process, in accordance with Ref. B.

d. Attendance and punctuality:

A Senior Cadet must:

- attend all training nights, training activities and parades
- arrive on time, properly dressed and prepared for the training night, training activities or parade
- be ready to assume control of the Cadets on arrival (when the Senior is in fact the most senior) and to start an attendance register
- be ready to turn over command and control duties to a more senior Cadet or Staff member when he / she arrives.

e. PSRY issues:

A Senior Cadet must:

- be intimately aware of the PSRY policies, Squadron PSRY procedures,
- be ready and willing to take action if a PSRY issue is detected or reported
- must never allow terms of address which are offensive, or hurtful and must not allow the use of these terms of address by subordinates
- be able to seek help / guidance as required, in accordance with Ref. C.

f. Administration and Logistics:

A Senior Cadet must:

- always ensure that all material resources, (Squadron and DND) are used carefully and economically
- always ensure that all equipment and supplies that are issued / borrowed from the Squadron are properly signed out, used, maintained and returned to Squadron stores, including training documents and manuals, training aids, communications / projection equipment, electronic devices, navigation devices, tools, etc.