

**DEPUTY WING COMMANDER**

The Deputy Wing Commander is directly responsible to the Wing Commander. The Deputy Wing Commander is responsible for the Wing Warrant Officer and the Squadron Commanders. In general, he/she is responsible for:

- a. being a member of the Wing Senior NCOs;
- b. assuming all tasks and responsibilities of the Wing Commander in his/her absence;
- c. dress, discipline and deportment for all cadets in the Wing;
- d. ensuring that attendance has been collected and handed in to the Administration Officer before first period;
- e. ensuring that the list of those cadets needing to meet with supply has been collected and handed in to the Supply Officer before first period;
- f. being the liaison between the Administration Officer, the Supply Officer and the Level Officer;
- g. ensuring the efficient functioning of each squadron;
- h. ensuring that the weekly messages are passed down to the flight commanders via the Squadron Commanders;
- i. understanding the Manual of Drill and Ceremonial (201) and having the ability to replace the Wing Commander in his/her absence;
- j. ensuring that the Squadron Commanders report reasons for absences of those cadets in their respective squadron. Ensuring that those cadets who have been deemed NES and/or whom have not attended cadets in 3 consecutive weeks are telephoned via the Wing cell phone;
- k. being the link between the Wing Commander and the Cadets of the entire wing;
- l. assuming the position of secretary for the Wing Commander when he/she holds meetings. Completing brief minutes of meetings (discussion and decisions) held by the Wing Commander. These minutes will be filed and a copy be handed to the CO;
- m. possessing exemplary dress, drill and deportment at all times;
- n. completing a report at the end of the cadet training year in regards to the position, detailing good points, points to improve, make plausible recommendations for the betterment of the entire Wing. This report must be handed in to the Wing Commander at the end of the cadet-training year;
- o. completing all other tasks as requested by the Wing Commander;