

WING WARRANT OFFICER

The Wing Warrant Officer is responsible to the Wing Deputy Commander. The Wing Warrant Officer is responsible for the Drum Major and the Flag Party Commander. In General, he/she is responsible for:

- a. being a member of the Wing Senior NCOs;
- b. dress, discipline and deportment for all cadets in the Wing ;
- c. being the link between the Admin Office and the Duty NCO's;
- d. ensuring that weekly inspections are organized and completed. He/she will also be responsible for collecting these marks/points and will maintain them to be tallied towards top flight each month. He/she will also be responsible for the collection of Canadian Tire money which will also go towards points for top flight. Each COs parade, **he/she** will announce the Top Flight for that month;
- e. ensuring that Duty NCOs fulfill their responsibilities in cleaning and maintaining all rooms to the appropriate 'better than when we found it' standard;
- f. ensuring that the Wing is formed up in a timely fashion;
- g. understanding the Manual of Drill and Ceremonial (201) and must be prepared to replace the Deputy Wing Commander in their absence at any time;
- h. the formation of the cadet committee and cadet social committee of the Wing. He/she will organize and supervise their activities and social activities that have been organized;
- i. possessing exemplary dress, drill and deportment at all times;
- j. completing a report at the end of the cadet training year, detailing good points, points to improve, activities to complete or not complete for the following year based on your position, make plausible recommendations for the betterment of the entire Wing. This report must be handed in to the Wing Deputy Commander at the end of the cadet training year;
- k. completing all other tasks as requested by the Deputy Wing Commander.