

Terms of Reference – Duty Officer

The Duty Officer will:

1. Report to the Administration office by 1830 to pick up the duty log and brassard.
2. Ensure that the Duty Sr NCO and Duty Jr NCO have reported in by 1835 and picked up their brassards. In the event that one or both of the duty ncos are not present, the duty officer will select cadets to fill the positions and report the names to the Admin O.
3. Inspect the uniforms of the Duty ncos. If the uniform is below standard, the duty officer will record this on a chit and submit it to the Trg O.
4. Ensure that the duty ncos perform their duties as described. If they fail to complete any of their duties it will be recorded on a chit and submitted to the Trg O.
5. Conduct an inspection along with the Duty Sr NCO of the areas listed in the duty log and note any problems observed.
6. Fulfill the role of the reviewing officer for opening and closing parade. The only exception will be the closing parade on nights designated as “CO's parade”.
7. Poll the entire staff for announcements before the end of third period. Announcements will be recorded in the duty log and presented on closing parade.
8. Ensure that there is at least one member of each flight that is recording the closing announcements.
9. Debrief and dismiss the duty ncos before attending the staff meeting, ensuring that the brassards have been collected.
10. Remind all staff to attend the staff meeting. The staff meeting will start no later than fifteen minutes after closing parade is dismissed.
11. Conduct an inspection of the areas listed in the duty log and note any problems observed. The duty officer will also ensure that all squadron assets are locked or secured.
12. Remain at the school until all cadets have been released to their parents/guardians. If there are cadets still awaiting pickup at 2230 hrs, and the parents/guardians cannot be reached, the cadets shall be left in the custody of the police station located at the corner of Tenth Line and St Joesph Blvd.

Terms of Reference – Duty Sr NCO

The Duty Sr NCO will:

1. Ensure that they are present for the evening that they have been selected for duty. If they cannot be present for their evening, they must find a replacement and report the duty roster change to the Admin O no later than one week in advance.
2. Report to the Duty Officer by 1835 to pick up their brassard.
3. Assist the duty officer in the conduct of the school inspection.
4. Ensure that their uniform meets or exceeds the expected standard.
5. Ensure that all instructors are notified five minutes before the end of each period as well as when each period is over. If the duty Sr NCO is teaching a class, it is incumbent upon them to find another cadet to provide the notifications.
6. Ensure that no one brings food into the gym, especially during canteen
7. Notify the squadron when canteen is over.
8. Ensure there is a table set up just inside the entrance to the gym for handouts.
9. Report to the Admin O to pick-up the weekly routine orders and any other handouts before the start of closing parade.
10. Remain at the school until dismissed by the duty officer.

Terms of Reference – Duty Jr NCO

The Duty Jr NCO will:

1. Ensure that they are present for the evening that they have been selected for duty. If they cannot be present for their evening, they must find a replacement and report the duty roster change to the Admin O no later than one week in advance.
2. Report to the Duty Officer by 1835 to pick up their brassard.
3. Ensure that their uniform meets or exceeds the expected standard.
4. Set up a table and chair near the front entrance of the school.
5. Remain at the front entrance of the school for the duration of the evening. If they need to leave their post briefly, the duty Jr NCO will ensure that another cadet is at the front entrance of the school.
6. Greet any visitors that arrive between 1900 and 2045, record their name and direct them to either the Administration Office or to the particular staff they are looking for. Any parents/guardians that are picking their children up early must be directed to the Administration office.
7. Remain at the school until dismissed by the duty officer

Weekly Timetable/Horaire Hebdomadaire

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| Fall-in | 18:30 | Former les rangs |
| Roll call | 18:35 | L'appel |
| Colour Party | 18:40 | La garde du drapeau |
| Inspection | 18:45 | Inspection |
| Announcements | 18:55 | Les annonces |
| First period | 19:00 | La première période |
| Second Period | 19:30 | La deuxième période |
| Break | 20:00 | Pause |
| Third Period | 20:15 | La troisième période |
| Clean-up | 20:45 | Nettoyage |
| Fall-in | 20:55 | Former les rangs |
| End and cadet departure | 21:30 | Fin et départ des cadet(tes) |