

# Senior NCO Terms of Reference

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## Regiment Sergeant Major

1. Superior: Commanding Officer (CO)/Officers.
2. Subordinates: Company Sergeant Major (CSM), Flag Party Commander and Drum Major
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Responsible for the overall conduct, dress, discipline, and morale of the Corps, at all times;
  - b. Ensure that all orders and regulations are adhered to by all Cadets;
  - c. Ensure that CSMs and NCOs maintain a high standard of conduct, dress, and discipline at all times;
  - d. Convey Corps status to the Commanding Officer;
  - e. Inspect CSMs as assigned;
  - f. Obtain information on upcoming activities and training nights, and disseminate to the Corps as required;
  - g. Notify your superior if you are unable to attend a training night or an activity;
  - h. Maintain a high level of dress, drill and deportment while in public and on all cadet activities;
  - i. Maintain high level of motivation and discipline within the Corps at all times;
  - j. Actively participate in weekly training nights and activities;
  - k. Report for training with all required material (i.e. uniforms, paper, pens, etc);
  - l. Act as a direct liaison between your subordinates and your immediate superior;
  - m. Ensure that problems and concerns are passed up the Chain of Command;
  - n. Supervise subordinate ranks as assigned;
  - o. Develop subordinate cadets;
  - p. Train a replacement;
  - q. Make recommendations for promotions with substantiation;
  - r. Assist in the planning and preparation of activities and exercises; and
  - s. Perform all other duties as assigned.

## Company Sergeant Major (CSM)

1. Superior: Regiment Sergeant Major (RSM).
2. Subordinates: Platoon Commanders
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Communicate to Platoon Commanders all upcoming activities, and ensuring the prompt distribution of required information by the RSM or the Commanding Officer to all Cadets of the Corps;
  - b. Prepare duty rosters as required;
  - c. Compile and monitor results from uniform inspections;
  - d. Forming Opening and Closing Parades;
  - e. Notify your superior if you are unable to attend a training night or an activity;
  - f. Maintain a high level of dress, drill and deportment while in public and on all cadet activities;
  - g. Maintain high level of motivation and discipline within the Corps at all times;
  - h. Actively participate in weekly training nights and activities;
  - i. Report for training with all required material (i.e. uniforms, paper, pens, etc);
  - j. Act as a direct liaison between your subordinates and your immediate superior;
  - k. Ensure that problems and concerns are passed up the Chain of Command;
  - l. Supervise subordinate ranks as assigned;
  - m. Develop subordinate cadets;
  - n. Train a replacement;
  - o. Make recommendations for promotions with substantiation;
  - p. Assist in the planning and preparation of activities and exercises; and
  - q. Perform all other duties as assigned.

## Platoon Commander (IC)

1. Superior: CSM
2. Subordinates: Cadets in respective Platoon, Platoon 2IC.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Responsible for the conduct, dress, discipline, and morale of the Platoon at all times;
  - b. Forming the Platoon on Opening and Closing Parades in a timely manner;
  - c. Ensure the timely and accurate attendance of the Platoon members is taken;
  - d. Notify superiors of absent cadets with reason why;
  - e. Ensure Corps policies are communicated to subordinates and Regulations are followed at all times;
  - f. Handle low-level disciplinary issues within the Platoon;
  - g. Inspect subordinate ranks as assigned;
  - h. Compile and monitor results from uniform inspections;
  - i. Obtain information on upcoming activities and training nights, and disseminate to the Platoon as required;
  - j. Notify your superior if you are unable to attend a training night or an activity;
  - k. Maintain a high level of dress, drill and deportment while in public and on all cadet activities;
  - l. Maintain high level of motivation and discipline within the Platoon at all times;
  - m. Actively participate in weekly training nights and activities;
  - n. Report for training with all required material (i.e. uniforms, paper, pens, etc);
  - o. Act as a direct liaison between your subordinates and your immediate superior;
  - p. Ensure that problems and concerns are passed up the Chain of Command;
  - q. Supervise subordinate ranks as assigned;
  - r. Develop subordinate cadets;
  - s. Train a replacement;
  - t. Make recommendations for promotions with substantiation;
  - u. Assist in the planning and preparation of activities and exercises; and
  - v. Perform all other duties as assigned.

## Platoon 2IC

1. Superior: Platoon Commander.
2. Subordinates: Cadets in respective Platoon.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Ensure that cadets of the Platoon carry out the duties of their rank and appointment;
  - b. Communicate all Platoon concerns up to the Platoon Commander;
  - c. Assists the Platoon Commander in their functions and replaces them in their absence;
  - d. Obtain information on upcoming activities and training nights, and disseminate to the Platoon as required;
  - e. Notify your superior if you are unable to attend a training night or an activity;
  - f. Maintain a high level of dress, drill and deportment while in public and on all cadet activities;
  - g. Maintain high level of motivation and discipline within the Platoon at all times;
  - h. Actively participate in weekly training nights and activities;
  - i. Report for training with all required material (i.e. uniforms, paper, pens, etc);
  - j. Act as a direct liaison between your subordinates and your immediate superior;
  - k. Assist cadets junior in rank;
  - l. Supervise subordinate ranks as assigned; and
  - m. Perform all other duties as assigned.

## Flag Party Commander

1. Superior: Corps Warrant Officer (RSM).
2. Subordinates: Flag Party Cadets.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Responsible for the conduct, dress, discipline, and morale of the Flag Party at all times;
  - b. Ensure all drill is in accordance with the CFP 201 – Canadian Forces Manual of Drill & Ceremonial;
  - c. Retrieve the flags and DP rifles from the flag locker and Supply (obtain the keys from the Corps Admin Office);
  - d. Forming the Flag Party on Parades in a timely manner;
  - e. Maintain high level of motivation and discipline within the Flag Party at all times;
  - f. Handle low-level disciplinary issues within the Flag Party;
  - g. Inspect subordinate ranks as assigned;
  - h. Ensure flags are returned to the flags and DP rifles from the flag locker and Supply, keys are returned to the Corps Admin Office;
  - i. Notify your superior if you are unable to attend a training night or an activity;
  - j. Act as a direct liaison between your subordinates and your immediate superior;
  - k. Ensure that problems and concerns are passed up the Chain of Command;
  - l. Supervise subordinate ranks as assigned;
  - m. Develop subordinate cadets;
  - n. Train a replacement;
  - o. Other duties, as assigned.
5. References: CFP 201 – Canadian Forces Manual of Drill & Ceremonial.

## Drum Major (D/M)

1. Superior: Band Officer (BandO) and RSM.
2. Subordinates: Band Members.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Responsible for the conduct, dress, discipline, and morale of the Band at all times;
  - b. Conduct Band practices under the supervision of the Band Officer and Music instructors, as directed;
  - c. Supervise and assist with sectional training, as assigned;
  - d. Ensure all drill is in accordance with the CFP 201 – Canadian Forces Manual of Drill & Ceremonial;
  - e. Contribute to the choreography of the Freestyle Routine, incorporating ideas and suggestions from Band members;
  - f. Assumes command and control of the Band when on parade.
  - g. Ensure the timely and accurate attendance of the Band practice is taken;
  - h. Maintain high level of motivation and discipline within the Band at all times;
  - i. Handle low-level disciplinary issues within the Band;
  - j. Inspect subordinate ranks as assigned;
  - k. Assist with the security, issuing and recovery of instruments;
  - l. Notify your superior if you are unable to attend a training activity;
  - m. Act as a direct liaison between your subordinates and your immediate superior;
  - n. Ensure that problems and concerns are passed up the Chain of Command;
  - o. Supervise subordinate ranks as assigned;
  - p. Develop subordinate cadets;
  - q. Train a replacement;
  - r. Other duties, as assigned.

## Drill Team Commander

1. Superior: Drill Team Instructor.
2. Subordinates: Drill Team members.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Responsible for the conduct, dress, discipline, and morale of the Drill Team at all times;
  - b. Conduct Drill Team practices under the supervision of the Drill Team Instructor (Officer) and independently, as directed;
  - c. Ensure all drill is in accordance with the CFP 201 – Canadian Forces Manual of Drill & Ceremonial;
  - d. Contribute to the choreography of the Silent Routine, incorporating ideas and suggestions from drill team members;
  - e. Ensure the timely and accurate attendance of the Drill Team practice is taken;
  - f. Maintain high level of motivation and discipline within the Drill Team at all times;
  - g. Handle low-level disciplinary issues within the Drill team;
  - h. Inspect subordinate ranks as assigned;
  - i. Notify your superior if you are unable to attend a training activity;
  - j. Act as a direct liaison between your subordinates and your immediate superior;
  - k. Ensure that problems and concerns are passed up the Chain of Command;
  - l. Supervise subordinate ranks as assigned;
  - m. Develop subordinate cadets;
  - n. Train a replacement;
  - o. Other duties, as assigned.
5. References: CFP 201 – Canadian Forces Manual of Drill & Ceremonial.



## Training Warrant Officer

1. Superior: Training Officer (TrgO), Assistant Training Officer (A TrgO).
2. Subordinates: None.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Assists in executing the Corps Training Plan;
  - b. Assists the Training Level Officers (TLO), as required;
  - c. Responsible for the supervision of the Cadet Instructors;
  - d. May assign, monitor and evaluate Cadet Instructors;
  - e. Evaluate Cadet Instructors as assigned;
  - f. Compile and monitor results from Cadet Instructor evaluations;
  - g. Compile and monitor results from cadet evaluations;
  - h. Collect and forward PO Tests / Evaluations to the A Trg O;
  - i. Collect and forward Lesson Plans to the A Trg O;
  - j. Create / update a catalog of training aids and training resources available;
  - k. Process, authorize and track requests for training aids and training resources;
  - l. Manages the Corps DropBox and access for training purposes;
  - m. Compiles appropriate Lesson Plans as Templates for future lessons; and
  - n. Perform all other duties as assigned.

## Cadet Instructor

1. Superior: Training Level Officer (TLO).
2. Subordinates: None.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Assists in executing the Corps Training Plan;
  - b. Responsible for teaching of Performance Objectives (PO) / Enabling Objectives (EO) as assigned to the cadets;
  - c. Prepare suitable lesson plans in the proper format, utilising lesson specifications and instructional guides;
  - d. Provide a completed copy of the lesson plan (electronic or printed) to the Training Level Officer a minimum of two (2) days in advance of the lesson;
  - a. Ensure requests for training aids and training resources are submitted to the TrgWO a minimum two (2) days in advance of the lesson;
  - b. Ensure high levels of dress and deportment in front of class;
  - c. Maintain a high level of discipline within the training environment;
  - d. Encourage active participation in classroom lectures;
  - e. Ensure the training environment is set up appropriately for the lesson;
  - f. Ensure all required training aids and training resources are available for use;
  - g. After completion of a PO prepare and submit an after action report to the Training Level Officer (verbal or written);
  - h. Ensure the training environment is returned to its original condition after use;
  - i. Ensure all required training aids and training resources are returned after use;
  - j. Upon completion of tests/evaluations, provide a legible, alphabetical summary of the results to the Training Level Officer;
  - k. Coordinate retakes/retests/rewrites with the Training Level Officer;
  - l. Assists the Training Level Officers (TLO), as required; and
  - m. Perform all other duties as assigned.

## Administration Warrant Officer

1. Superior: Administration Officer (AdminO).
2. Subordinates: None.
3. Duration: One year, from September to June of the training year.
4. Duties:
  - a. Ensure attendance rolls for activities are printed and distributed accordingly;
  - b. Assist in entering attendance records for regular, mandatory support, optional, and all other training periods;
  - c. Assist in initiating the Taken on Strength (TOS) procedure for all new cadets;
  - d. Assist in the Struck off Strength (SOS) procedure for all departing cadets;
  - e. Advise Supply of names of cadets newly enrolled and departing cadets;
  - f. Check the Corps voicemail and log all messages in the phone log, flagging important ones with the CO or DCO;
  - g. Assist in preparing all health and emergency documentation for any and all activities;
  - h. Assist in maintaining the Corps filing system;
  - i. Ensure proper disposal of documentation containing personal information;
  - j. Review uniform inspections, take necessary action;
  - k. Maintain the accessibility of reference material for all instructional staff;
  - l. Update, print, and post the monthly Corps Calendar;
  - m. Maintain the Corps bulletin board on the Parade Square;
  - n. Create and manage a Corps Duty Roster and its distribution; and
  - o. Perform other duties as assigned.

## Duty Non-Commissioned Officer

1. Superior: Administration Warrant Officer (AdminWO).
2. Subordinates: None.
3. Duration: Weekly, on a rotational basis.
4. Duties:
  - a. Ensure that Corps Regulations and Policies are being adhered to;
  - b. Retrieve the flags from the flag locker (obtain the key from the Corps Admin Office) and ensure proper set up of parade square before opening parade;
  - c. Retrieve the Platoon attendance rolls from the Corps Administration Office before the Corps falls-in for opening parade and hands them to the Platoon Commanders;
  - d. Ensure that a Cadet arriving late for the regular training session has been registered in the Platoon attendance rolls;
  - e. Ensure all cadets are in their assigned classes, after opening parade is dismissed;
  - f. Take the names of any new recruit showing up at the Corps for the first time and direct him/her to the Administration Office;
  - g. Retrieves the completed Platoon attendance rolls from the Platoon Commanders promptly after roll call;
  - h. Contact absent cadets to ascertain the reason for the absence, and attaches the results to the Platoon attendance rolls;
  - i. Return the Platoon attendance rolls to the Administration Office promptly;
  - j. Set up the canteen table in the lobby and return the canteen table to the storage room at the end of the evening;
  - k. Ensure that all regular training session periods including opening and closing parades, training periods and breaks start and end at the scheduled times;
  - l. Ensure that all five minute warnings are given at the proper time and that instructors finish classes on time;
  - m. After Closing Parade ensure the Parade square is returned to its original condition and the flags are returned to the flag locker;
  - n. Supervise the Duty Platoon performs all assigned tasks; and
  - o. Perform all other duties as assigned.