

## **Guide to Duties and Responsibilities by Rank**

Terms of Reference outline Job specific duties while this document will outline duties expected of each rank level at the Corps.

### ***Cadets***

- Attend
- Learn Drill
- Special Events:
  - Poppy Sales
  - Parades
  - Clubs
- Participate in Corps Teams
- Know Uniform Standards
- Be proactive
- Learn Corps Command Structure
- Unit Standing Orders / Standard Operating Procedures (SOPs)

### ***Troopers & Corporals***

Encouraged to show initiative

- Set example with uniforms
- Attend
- Learn Drill
- Special Events:
  - Poppy Sales
  - Parades
  - Clubs
- Participate in Corps Teams
- Know Uniform Standards
- Be proactive
- Learn Corps Command Structure
- Unit Standing Orders / Standard Operating Procedures (SOPs)
- Command / Communication structure if assigned
- Any other duties as designated

### ***Master Corporals***

Expected to regularly demonstrate initiative

- Set an example with uniform and drill standards
- Be on a team: Examples below
  - Drill
  - Flag Party
  - Band
  - Range
- Introduction to instruction:
  - Drill
  - Class
  - Instructional Technique
- Role model to Troopers, Corporals and Cadets
- Be a resource for lower ranks

### ***Sergeant***

Expected to regularly demonstrate initiative

- Set an example with uniform and drill standards
- Be on a team: Examples
  - Drill
  - Flag Party
  - Band
  - Range
- Class instruction:
  - Drill
  - Class
  - Instructional Technique
- Role model to Junior NCM's and Cadets
- Be a resource for lower ranks
- Act as Section/ Troop second in Command when required

### ***Warrant Officer***

- Act as Troop Commander IAW Terms of Reference
- Upholding Troop / Corps uniform and drill standards
- Maintaining and building platoon/Corps esprit-de-corps
- Responsible for actions of subordinates in the platoon
- Make sound and timely decisions
- Be an all round resource for NCMs
- Be proficient in all Corps training
- MUST know what's happening on the Corps level
- Link between NCMs and SSM / RSM
- Ensuring efficiency of command / communication structure
- Have approving authority for excused cadets in Troop

### ***Master and Chief Warrant Officers***

- Link between Officers and Cadets
- Setting Corps Standards:
  - Drill
  - Uniform
  - Discipline / Professionalism
- Have over all knowledge of Corps happenings
- Accountability for the welfare of all cadets
- Exceptional knowledge of the duties and responsibilities of the 3 sections:
  - Training
  - Administration
  - Supply
- Reporting appropriate information to the Commanding Officer
- Liaise directly with Commanding Officer and Section Heads
- Have approving authority for excused NCO's