

**TERMS OF REFERENCE**

**Full Title of Position: Troop Warrant**

**Abbreviated Title: Trp WO**

**Responsible to: SSM/RSM**

The Troop Warrant is responsible for:

- a) A Troop approx. 10-24 cadets
- b) An NCO staff of approx. 3-7

The Troop Warrant's Primary Duties are:

- a) Ensure the recording and monitoring platoon attendance for regular training, mandatory parades and activities IAW AdmO directions and corps orders;
- b) Maintaining the dress, deportment and discipline of the Troop;
- c) Conducting and recording uniform inspections of all cadets in the Troop,
- d) Supervision and direction of the Troop 2ICs, (and give assistance when required)
- e) Frequent assessment of the 2ICs and junior NCOs;
- f) To provide junior NCO's in their Troop with opportunities to exercise leadership;
- g) Ensuring that safety procedures are maintained at all times, this includes reporting any unsafe situations to the SSM as soon as possible;
- h) Knowing the whereabouts of every member of the Troop at all times and be capable of accounting for their actions;
- i) Making themselves readily available to all members of the Troop;
- j) Building Troop and corps esprit-de-corps
- k) Encouraging Troop members to participate in clubs, teams, exercises etc;
- l) Becoming very familiar with every member of the Troop, gaining their respect, loyalty and confidence;
- m) To make recommendations on members for promotions and various activities, clubs or teams;
- n) Ensuring the Troop meets all timings according to the timetable;
- o) Report weekly calling report numbers to SSM, if directed.  
(Call Em- All in use)
- p) Adhering to all Admin. Training and Supply directives; Set appointments with the SupO for uniform replacements and issue.
- q) Notify the TrgO of all (potential) training problems being experienced by Troop members;
- r) Ensuring that the Troop is under the supervision of at least one NCO at all times;
- s) Ensuring that the Troop's area of responsibility is neat, tidy and free of debris;
- t) Having approving authority for excused Junior NCO's
- u) All other duties as assigned.

I have read and understood the responsibilities and duties required of me as a Troop Warrant as described above.

Name of Trp WO

Signature of Trp WO

Date

Name of CO

Signature of CO

Date