

TERMS OF REFERENCE

Full Title of Position: Drill Sergeant Major
Abbreviated Title: DSM

Responsible to: RSM

Responsible for: NCO standards in accordance with Standing Orders, CATO's and other regulations and orders within the Corps.

The DSM is Responsible for:

- a) The conduct, dress, drill and deportment in the Corps and NCO's;
- b) Assist in the Implementation of the Corps Training Plan.

Primary Duties

1. Attend all regular training nights;
2. Provide support to the Squadron Sergeant Major or RSM, if required, by monitoring classes and instructors and evaluating the performance of existing classroom monitors; ensure proper lesson, use of good trg aids and proper questioning techniques;
3. Monitor a minimum of 1 class each training night and submit to the Star Level Officers for mentorship and corps instructor requirements,
4. Ensuring that parade drill and dress standards in the corps conform to the requirements outlined in A-PD-201-000/PT-000 The Canadian Forces Manual of Drill and Ceremonial; A-AD-265-000/AG-001 Canadian Forces Dress Instructions; CATO 46-01 Army Cadet Dress Regulations;
* Organizing cadet corps drill, ceremonial parades and inspections in coordination with the RSM.
5. Provide guidance and act as a source of reference for all Unit Standards by:
 - a. Analyzing the efficiency of current systems and processes;
 - b. Documenting recommendations for improvements and consulting with Department I/C's and the RSM.
6. Reporting all findings, observations and recommendations in a **monthly Summary** to the RSM, and Standards Officer/DCO
7. Conduct marked Spot Check Inspections of All NCO's and Cadets
8. Regularly inspected for badge placement accuracy and shoulder flashes of all cadets.
9. Patrol marching/saluting zones and ensuring activity is in accordance with unit standing orders.
10. Undertake any other duties as directed by the Commanding Officer.

I have read and understood the responsibilities and duties required of me as the Drill Sergeant Major as described above.		
Name of DSM	Signature of DSM	Date
Name of CO	Signature of CO	Date