

Regional Director Job Description

Main Purpose/Functions:

This is a “Senior” volunteer position within OPC Operations to play a lead role in coordination of other OPC, ROC and local Squadron Sponsoring Committee (SSC) volunteers. The RD directly communicates with OPC staff member assigned, the Program Development Officer (PDO).

Responsible To:

Squadron Operations Council (SOC)

Specific Areas of Responsibility:

The Regional Director provides leadership and mentoring to their assigned ROC, Squadron Directors (SD) and SSC.

Purpose:

To coordinate, with the assigned PDO support as necessary, for the ROC’s planning, training, guiding, and monitoring areas of:

- Recruitment for future OPC members, specifically SD and SSC members,
- Retention training, specifically SD and SSC members,
- Second stage Dispute Resolution working with assigned PDO/DND Area personnel,
- Assuring each Squadron / Squadron Sponsoring Committee (Sqn / SSC) has assigned support of a Squadron Director,
- Assuring each cadet programming coordinator is assigned
- Awards and Recognition of SSC, and volunteers within the ROC
- Participation as a member of the SOC.

Responsibilities:

- Provide leadership, guidance and support to SDs and as necessary individual SSC’s,
- To receive and review SD SSC Assessment report (Fall/Spring/Final) for:
 - Finance and compliance (such as ACC9’s, T3010),
 - Volunteer recruitment and retention training,
 - Reporting (such as the Annual Commitment Report),
 - Submitted to PDO for review and retention at OPC.
 - SSC Elections – Results and/or other relevant information to OPC.
- Help coordinate and facilitate DND Area & Community Coordinating Committee (CCC) meetings with DND meeting chairs/secretaries, provide report to OPC for CCC meetings
- Ensure distribution, interpretation and implementation of OPC procedures, policies and protocols so to maintain compliance and provide assistance as required,
- Participate in Conflict Resolution training and Coordinate conflict resolution within the ROC.
- With Provincial level input, provide coordinators for Cadet Programming event planning of National Courses (NC) selection, Effective Speaking (ES), Debating, etc.,
- Manage participation of other ROC activities, such as ROC or SSC training,
- Other OPC/select SSC activities throughout the year, as available, such as:
 - Cadet summer training graduation as Air Cadet League OPC rep,
 - Area events/Regional Cadet Instructor School training as OPC rep,
 - OPC Annual General Meeting (AGM) and training involvement,
 - Upon invitation to squadron events, i.e. change of command, mess dinner, Annual Ceremonial Review (ACR), and other local activities.
- Membership and input on Squadron Operations Council (SOC) which oversees and facilitates Air Cadet League operations at both the LHQ/SSC and Regional levels.
- Other tasks as requested by PDO or ED.