

# Squadron Director Job Description

## **Main Purpose/Functions:**

This is an “experienced” volunteer position to play a lead role in coordination of other OPC, ROC and local Squadron Sponsoring Committees (SSC) volunteers. The SD directly communicates with the ROC’s Regional Director (RD).

## **Responsible To:**

Regional Director (RD)

## **Specific Areas of Responsibility:**

The Squadron Director provides leadership and mentoring to their assigned SSC and action on other duties engaged in.

## **Purpose:**

To coordinate, with the Regional Director’s guidance, for the ROC’s planning, training, guiding, and monitoring areas of:

- Recruitment for future OPC members, specifically Directors,
- Retention training and mentors to SSC, specifically Chairperson,
- Primary stage Dispute Resolution for SSC/Sqn Commanding Officer,
- Problem solve SSC concerns with PDO/Area’s Zone Training Officer and/or Area Elemental Advisor,
- Official Air Cadet League representative for local functions (Annual Ceremonial Review (ACR), awards presentations, CCC meetings, etc.),
- Effective Speaking (ES), National Course Selection (NC), Awards and Recognition (A&R) with interested Members-at- Large, SSC Members and host SSC,
- Awards and Recognition of SSC, plus volunteers within the SSC.

## **Responsibilities:**

- Provide leadership, guidance and support to SSC/Sqn Commanding Officer,
- To visit SSC/Sqn and completion of 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 RD and PDO for review and eventual retention at OPC.
  - SSC Elections as possible scrutineer or elections chair
- Participate & encourage participation in DND Area & Community Coordinating Committee (CCC) meetings, provide report to RD/PDO,
- Ensure distribution, interpretation and implementation of OPC procedures, policies and protocols so to maintain compliance and provide assistance as required,
- Cadet Programming event planning and participation for National Course (NC) selection, Effective Speaking (ES), Debating etc.,
- Other OPC/SSC activities throughout the year, as available, such as:
  - Encourage involvement in OPC Annual General Meeting (AGM) or other training.
  - Upon invitation to squadron events, i.e. change of command, mess dinner, Annual Ceremonial Review (ACR), and other local activities.
- Other tasks as requested by PDO or ED.