

CHANGES WITHIN THE OPC

INFORMATION PACKAGE



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DECEMBER 2017



INTRODUCTION

Developing a strong organizational structure and connection with our DND partners has always been a critical part of managing Squadron Sponsoring Committees (SSC) and the OPC for long-term success. The Board-level Organizational Renewal Committee has worked diligently to review the current state of our organization and identify areas of improvement. Today, we are announcing FOUR key organizational changes. Periodic updates of progress will be provided throughout the year.

1. WE ARE KEEPING THE ROC MODEL AND ADDING 1 ROC: BRINGING US FROM 13 TO 14 ROCS.

For unit support of the Squadron/SSC we will be using the 14 * Regional Operations Committees (ROC) modified to align with our DND partner's renewal Areas and Zones, effective immediately. In addition, North Western Ontario PC Squadrons have been amalgamated into the OPC and need to be incorporated. For Effective Speaking we will be using 14 * Regional Effective Speaking (RES) groups for this 2017-18 cadet year that are equivalent to the legacy ROC arrangements. Any changes for subsequent Effective Speaking competitions will be announced. Any changes to regional National Courses Selection Interview locations will be announced when interview schedules are announced at the end of January 2018.



2. ROC MEETINGS WILL BE HELD LESS FREQUENTLY AND ON AN 'AS NEEDED,' LOCALLY AGREED BASIS.

The safety of our volunteers is our priority and in addition will alleviate additional time commitments put on the SSCs deriving from DND's newly introduced Community Coordination Committee (CCC) meetings. Please consider utilizing technology to reduce costs and commuting time; especially important during harsh weather conditions and night time driving. We have invested in webinar and e-meeting technology - available now to be used by all ROC's, Effective Speaking, Debating, National Courses, Governors etc., for virtual meetings and teleconferences. Webinar and e-meeting scheduling instructions will be provided to Regional Directors and upon request to a moderator for other uses.

WANT TO HOST A WEBINAR OR E-MEETING?
 Make A Request To
REQUEST@aircadetleague.on.ca



3. THE TITLE OF REGIONAL TEAM LEADER AND ROC CHAIRPERSON WILL CHANGE TO SQUADRON DIRECTOR AND REGIONAL DIRECTOR, RESPECTIVELY.

The RTL and ROC Chair positions have been difficult to fill and the reintroduction of the simpler Director model will attract more OPC members to progress to Director positions. The title of Regional Team Leaders and ROC Chairs will change to Squadron Directors (SD) and Regional Directors (RD), respectively. Announcements will be made to the membership as the Director Positions are filled. Past ROC Chairs, RD's and others will be contacted. If you are already serving in these positions, we would like you to remain in your current role.

INTERESTED IN BECOMING A REGIONAL OR SQUADRON DIRECTOR?

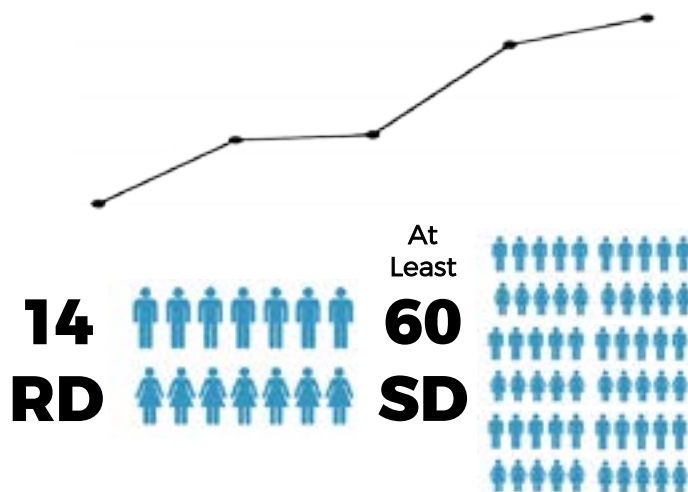
Send Your Details To Roberta Foisy, OPC Governor & Organizational Renewal Committee Chairperson At:
RECRUITMENT@aircadetleague.on.ca

Our goal is to build a team of SD's and RD's that will support and mentor each other and for all positions to be filled and in operation at full capacity in one year. We are searching for interested OPC members and new adult volunteers to fill the vacant positions which would involve a basic application process.

The OPC currently has just over 25 active Directors



We are looking for 14 RDs and at least 60 SDs for our 120 units.



4. THE SQUADRON OPERATIONS COUNCIL (SOC) IS BACK!

The Squadron Operations Council (SOC) has been extremely effective when in operation. The SOC is in the process of standing up for Spring 2018 with initial operational capability.

REFERENCE MATERIAL

[PG. 3 PREV ROC MAP](#)

[PG. 4 NEW ROC MAP](#)

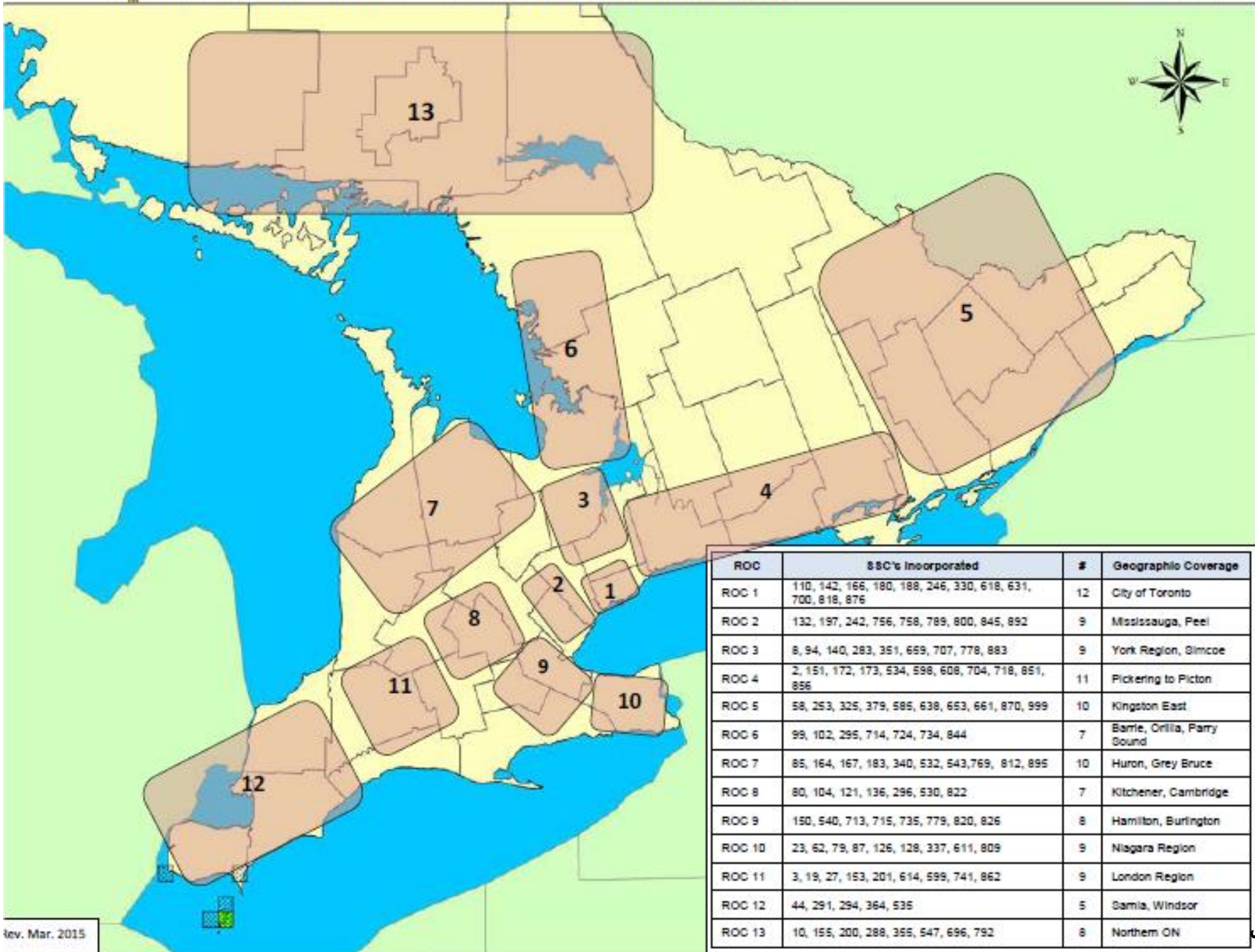
[PG. 5 SQN DATA SHEET W/ RES](#)

[PG. 7 SQUADRON DIRECTOR JOB DESCRIPTION](#)

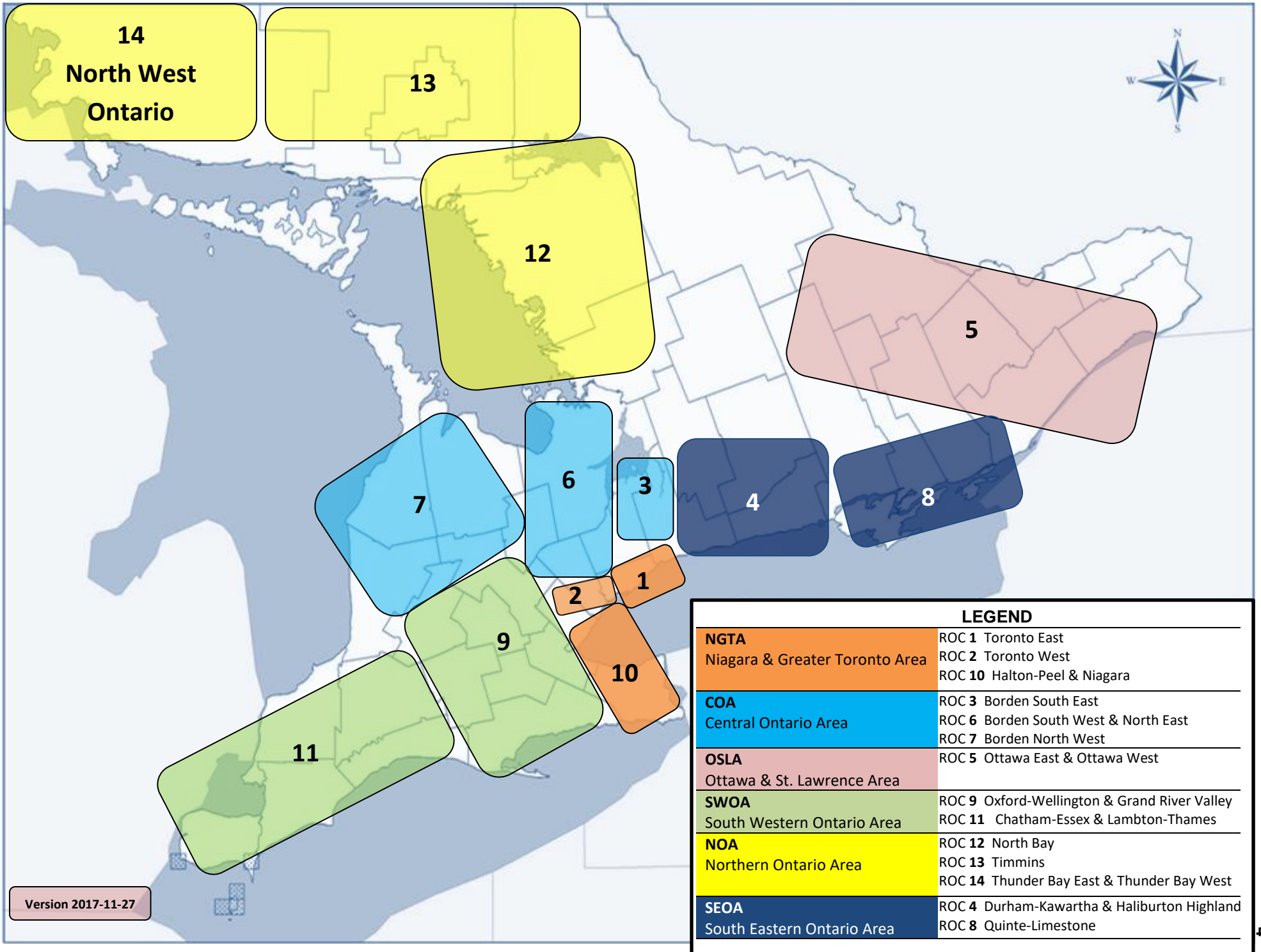
[PG. 8 REGIONAL DIRECTOR JOB DESCRIPTION](#)

[PG. 9 RD & SD APPLICATION FORM](#)

[PG. 10 SOC INFORMATION & EMAILS](#)



ROC	SSC's Incorporated	#	Geographic Coverage
ROC 1	110, 142, 166, 180, 188, 246, 330, 618, 631, 700, 818, 876	12	City of Toronto
ROC 2	132, 197, 242, 756, 758, 789, 800, 845, 892	9	Mississauga, Peel
ROC 3	8, 94, 140, 283, 351, 659, 707, 778, 883	9	York Region, Simcoe
ROC 4	2, 151, 172, 173, 534, 598, 608, 704, 718, 851, 856	11	Pickering to Picton
ROC 5	58, 253, 325, 379, 585, 638, 653, 661, 870, 999	10	Kingston East
ROC 6	99, 102, 295, 714, 724, 734, 844	7	Barrie, Orillia, Parry Sound
ROC 7	85, 164, 167, 183, 340, 532, 543, 769, 812, 895	10	Huron, Grey Bruce
ROC 8	80, 104, 121, 136, 296, 530, 822	7	Kitchener, Cambridge
ROC 9	150, 540, 713, 715, 735, 779, 820, 826	8	Hamilton, Burlington
ROC 10	23, 62, 79, 87, 126, 128, 337, 611, 809	9	Niagara Region
ROC 11	3, 19, 27, 153, 201, 614, 599, 741, 862	9	London Region
ROC 12	44, 291, 294, 364, 535	5	Samia, Windsor
ROC 13	10, 155, 200, 288, 355, 547, 696, 792	8	Northern ON



Sqn #	ROC	RES	Area Office	Zone Coverage	PDO
2	4	4	SEOA	Durham-Kawartha	Anne
3	11	11	SWOA	Lambton-Thames	Jackie
8	3	3	COA	Borden South East	Mike
10	13	13	NOA	Timmins	Anne
19	9	11	SWOA	Oxford-Wellington	Jackie
23	10	10	NGTA	Niagara	John
27	11	11	SWOA	Chatham-Essex	Jackie
44	11	12	SWOA	Lambton-Thames	Jackie
58	8	5	SEOA	Quinte-Limestone	Anne
62	10	10	NGTA	Halton-Peel	John
70	14	14	NOA	Thunder Bay East	Anne
79	10	10	NGTA	Niagara	John
80	9	8	SWOA	Oxford-Wellington	Jackie
85	7	7	COA	Borden North West	Mike
87	10	10	NGTA	Niagara	John
94	3	3	COA	Borden South East	Mike
99	6	6	COA	Borden North East	Mike
102	6	6	COA	Borden North East	Mike
104	9	8	SWOA	Grand River Valley	Jackie
110	1	1	NGTA	Toronto East	John
121	9	8	SWOA	Oxford-Wellington	Jackie
126	10	10	NGTA	Niagara	John
128	10	10	NGTA	Niagara	John
132	6	2	COA	Borden South West	Mike
140	3	3	COA	Borden South East	Mike
142	2	1	NGTA	Toronto West	John
150	9	9	SWOA	Grand River Valley	Jackie
151	4	4	SEOA	Durham-Kawartha	Anne
153	9	11	SWOA	Grand River Valley	Jackie
155	14	13	NOA	Thunder Bay West	Anne

Sqn #	ROC	RES	Area Office	Zone Coverage	PDO
164	7	7	COA	Borden North West	Mike
166	1	1	NGTA	Toronto East	John
167	7	7	COA	Borden North West	Mike
172	4	4	SEOA	Durham-Kawartha	Anne
173	8	4	SEOA	Quinte-Limestone	Anne
180	2	1	NGTA	Toronto West	John
183	7	7	COA	Borden North West	Mike
188	2	1	NGTA	Toronto West	John
197	6	2	COA	Borden South West	Mike
200	12	13	NOA	North Bay	Anne
201	11	11	SWOA	Lambton-Thames	Jackie
227	14	14	NOA	Thunder Bay East	Anne
242	6	2	COA	Borden South West	Mike
246	2	1	NGTA	Toronto West	John
253	5	5	OSLA	Ottawa East	Jackie
270	14	14	NOA	Thunder Bay East	Anne
283	6	3	COA	Borden South West	Mike
288	13	13	NOA	Timmins	Anne
291	11	12	SWOA	Chatham-Essex	Jackie
294	11	12	SWOA	Chatham-Essex	Jackie
295	12	6	NOA	North Bay	Anne
296	9	8	SWOA	Oxford-Wellington	Jackie
325	5	5	OSLA	Ottawa East	Jackie
330	1	1	NGTA	Toronto East	John
337	10	10	NGTA	Niagara	John
340	7	7	COA	Borden North West	Mike
351	3	3	COA	Borden South East	Mike
355	13	13	NOA	Timmins	Anne
364	11	12	SWOA	Chatham-Essex	Jackie
379	5	5	OSLA	Ottawa East	Jackie

Squadron Data Sheet (pg.2/2)

6

Sqn #	ROC	RES	Area Office	Zone Coverage	PDO
530	9	8	SWOA	Oxford-Wellington	Jackie
532	7	7	COA	Borden North West	Mike
534	4	4	SEOA	Haliburton Highlands	Anne
535	11	12	SWOA	Lambton-Thames	Jackie
540	10	9	NGTA	Halton-Peel	John
543	7	7	COA	Borden North West	Mike
547	12	13	NOA	North Bay	Anne
585	5	5	OSLA	Ottawa West	Jackie
598	4	4	SEOA	Haliburton Highlands	Anne
600	14	14	NOA	Thunder Bay West	Anne
608	8	4	SEOA	Quinte-Limestone	Anne
611	10	10	NGTA	Niagara	John
614	11	6	SWOA	Chatham-Essex	Jackie
618	1	1	NGTA	Toronto East	John
631	1	1	NGTA	Toronto East	John
638	5	5	OSLA	Ottawa West	Jackie
645	14	14	NOA	Thunder Bay West	Anne
653	5	5	OSLA	Ottawa West	Jackie
659	3	3	COA	Borden South East	Mike
661	5	5	OSLA	Ottawa West	Jackie
696	14	13	NOA	Thunder Bay West	Anne
700	2	1	NGTA	Toronto West	John
704	8	4	SEOA	Quinte-Limestone	Anne
707	3	3	COA	Borden South East	Mike
713	9	9	SWOA	Grand River Valley	Jackie
714	6	6	COA	Borden North East	Mike
715	10	9	NGTA	Halton-Peel	John
718	4	4	SEOA	Haliburton Highlands	Anne
724	6	6	COA	Borden North East	Mike
734	6	6	COA	Borden North East	Mike

Sqn #	ROC	RES	Area Office	Zone Coverage	PDO
735	9	9	SWOA	Grand River Valley	Jackie
741	11	11	SWOA	Lambton-Thames	Jackie
756	6	2	COA	Borden South West	Mike
758	6	2	COA	Borden South West	Mike
769	7	7	COA	Borden North West	Mike
778	3	3	COA	Borden South East	Mike
779	9	9	SWOA	Grand River Valley	Jackie
789	2	2	NGTA	Toronto West	John
792	13	13	NOA	Timmins	Anne
800	10	2	NGTA	Halton-Peel	John
809	10	10	NGTA	Niagara	John
812	7	7	COA	Borden North West	Mike
818	1	1	NGTA	Toronto East	John
820	10	9	NGTA	Halton-Peel	John
822	9	8	SWOA	Oxford-Wellington	Jackie
826	9	9	SWOA	Grand River Valley	Jackie
844	12	6	NOA	North Bay	Anne
845	2	2	NGTA	Toronto West	John
851	8	4	SEOA	Quinte-Limestone	Anne
856	4	4	SEOA	Durham-Kawartha	Anne
862	11	11	SWOA	Lambton-Thames	Jackie
870	5	5	OSLA	Ottawa West	Jackie
876	1	1	NGTA	Toronto East	John
883	1	3	NGTA	Toronto East	John
892	6	2	COA	Borden South West	Mike
895	7	7	COA	Borden North West	Mike
900	14	14	NOA	Thunder Bay East	Anne
906	14	14	NOA	Thunder Bay West	Anne
908	14	14	NOA	Thunder Bay West	Anne
999	8	5	SEOA	Quinte-Limestone	Anne

5

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.

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.



Application Form

ROC REGIONAL DIRECTOR or SQUADRON DIRECTOR

SUBMIT TO Executive Director (ED)

Position Applied For:	Regional Director	Squadron Director	Date
Are you a current SSC or OPC Member?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If NO, you must submit a full application to OPC
First/Last Name			
Address			
Phone #'s			
Email Address			
If YES, which SSC/ROC			
Name 2 references that we can contact.			
Name	Phone	Address	Current Position in OPC
Name	Phone	Address	Current position in OPC
This applicant was interviewed for the position of RD _____ / SD _____			
Date	Interviewer's signature		Recommended: Yes _____ NO _____
			Recommended with mentoring: Yes _____ No _____
Comments supporting above decision.			

In addition, submit with this application the following based on your current situation:

Existing SSC/OPC Member:

1. Current business resumé, as well as volunteer/cadet experience and including a summary of skills and knowledge that would assist in the position for which you are applying.

New Applicant to OPC:

1. Full OPC application, including completed registration and screening documentation.
2. Current resumé, including volunteer experience.
3. 1-2 page letter indicate why they are applying for the position, the skills and knowledge and interest they feel they bring that will assist the ROC and OPC.

The applicant acknowledges that this document will trigger an interview (via phone or in person) and the full application is subject to Board of Governor's Approval.

Signature:	Printed signature:	Date:

Squadron Operations Council

Function:

To oversee and facilitate Air Cadet League operations at both the LHQ/SSC and Regional levels within the OPC jurisdiction.

Reports To:

Executive Committee and Board of Governors

Membership:

- The current Regional Directors (RD) assigned to the appropriate geographical ROC.
- A SOC Chairperson (SOC Chair) appointed by the OPC Board of Governors.
- A SOC Vice Chairperson (SOC V/Chair) who is elected annually by the SOC membership.
- The Executive Director (ED) and PDO's will be ex officio non-voting members of the SOC.

Responsibilities:

- Managing and coordinating League operations at all ROCs.
- Ensuring that a cadre of qualified OPC Directors is continually being developed, trained and maintained through active recruiting of suitable Director candidates.
- Providing advice, direction and resolution of operational issues and concerns that have been raised through the SD to the RD, applicable training resources and procedures, and proposed OPC probations as well as formation or disbandment of Air Cadet units.

Emails

Webinar & E-Meeting Requests

REQUEST@aircadetleague.on.ca

Expression of Interest in Becoming a Regional or Squadron Director

RECRUITMENT@aircadetleague.on.ca

OPC Executive Director, Michael Hopkins

MICHAEL.HOPKINS@aircadetleague.on.ca

Program Development Officers (PDOs)

General Line: 905-477-4411 Toll-Free Line: 1-800-513-0952

John Evans (JOHN.EVANS@aircadetleague.on.ca) Ext 227

Anne Kozich (ANNE.KOZICH@aircadetleague.on.ca) Ext 225

Mike Rosenlund (MIKE.ROSENLUND@aircadetleague.on.ca) Ext 224

Jackie Villanueva (JACKIE.VILLANUEVA@aircadetleague.on.ca) 647-284-0970