



5 Cyclone Air Cadet Squadron Sponsor Committee Charter

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Background

Air Cadets have been a large and active group within the Ottawa area for many years. With the growth of Ottawa and its surrounding areas, a new Air Cadet Squadron, 5 Cyclone, was created in 2005 and serves the Russell and surrounding district. One of the greatest assets to any squadron and one that will help ensure its future success is its parents¹ and the support of the local community.

How Can You Help?

The great success achieved by the Canadian cadet organizations over the years is the result of co-operation between the Canadian Forces and various civilian partners. To run a successful cadet squadron, the Commanding Officer (CO) requires the support of a dynamic and resourceful Sponsoring Committee (SC) consisting of parents and local community support who are willing to spend a few hours a year lending a hand in support of the squadron's activities. The roles and responsibilities of a SC are outlined in detail in the documents supplied by the Cadet League, and are listed at the end of this document.

There are many ways by which you can help in this support. Depending on your availability, you may decide to join the SC, or simply volunteer a few hours once in a while during various cadet activities. Examples of this include but are not limited to the various outings and events that take place throughout the year. The most successful cadet squadrons across Canada can count on the constant and dynamic support of their SC. The following are a few examples of activities where the support of the SC will make a difference.

Join the Sponsoring Committee and

- help/supervise during fund-raising activities;
- help during recruiting activities; or
- run a SC sponsored event.
- Perform "kitchen duties" during cadet weekend activities so that staff can focus their attention on training the cadets;
- Liaison and/or provide support during scheduled outings. (Be the extra hands/eyes for the officers);
- Volunteer professional support in your field of expertise where required; or
- Become a voluntary assistant with the administration or supply departments.

Also – and this is very important – you can help by supporting the squadron staff in their decisions. The Sponsor Committee is **not** part of the squadron's administration or training system. It is important that the SC understands and supports the squadron's decisions at all times. Past experiences at other squadrons has shown that when a SC gets involved in the squadron's administration, problems arise. Attached to this document, as Annex A is an excellent excerpt from the Cadence magazine on how parent committee's are an untapped resource.

¹ **Note: The term "parent" will be used exclusively throughout this document but refers to the parent or legal guardian of a cadet.**



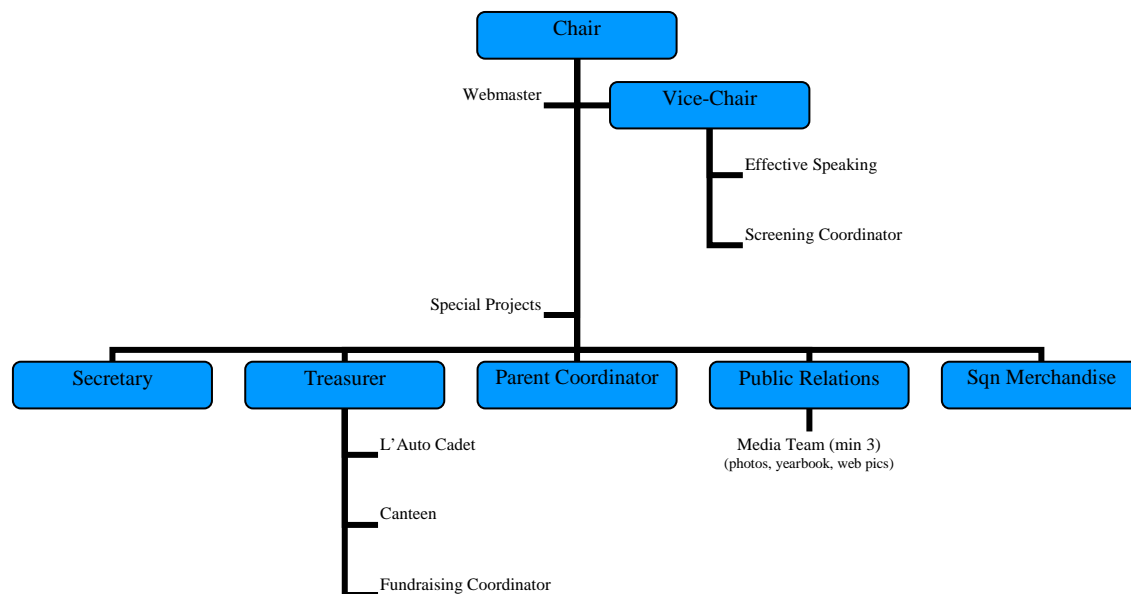
The Structure of the Sponsor Committee (SC)

First, it must be clear what the difference is between a Parent Committee (PC), a Parent Sponsoring Committee (PSC) and a Sponsor Committee. Simply put, a PC would consist of a group of parents who help out by supporting the official sponsor of the Squadron. A PSC would be the same group of parents structured into a formal organization as the official sponsor. Finally a SC would in effect be the same as the PSC except that it would permit the inclusion of members beyond the bounds of “parent”.

The original official sponsor for 5 Cyclone Air Cadet Squadron during its first two years was the Russell Legion, Branch 372. The sponsor is responsible for all fundraising and facilities issues for the squadron and during this time, the parent committee functioned solely as a support group to the sponsor supplying help when requested. For 5 Cyclone, the sponsor was in effect a corporate sponsor so the duties and responsibilities of the sponsor were delegated to the Parent Committee.

With the continued growth of the Squadron over its first two years and the excellent success of the parent Committee, it was decided in Aug 2007 to change the sponsorship of the Squadron from the Russell Legion, Branch 372 to the 5 Cyclone Sponsor Committee. The move to an SC instead of a PSC was chosen in order to permit inclusion of members other than just parents of active and former cadets. The new organization structure now permits former staff (alumni) and other interested parties to now be fully active members of the committee including being able to hold executive positions. During the first two years of the Squadron, it has been discovered that many non-parent members of the community want to be involved in the Squadron and this new organization will permit this.

The structure of the 5 Cyclone Sponsor Committee executives will be as follows:





The SC will normally meet once a month on the first parade night of the month (normally the first training night of each month) unless special events require additional meetings for organizational purposes. The selection of a meeting time will be decided at the start of each training year but should be selected so that it will not interfere with the cadet training evening since it is expected that the Squadron staff representative will attend the SC meetings.

The Membership of the Sponsor Committee (SC)

The SC will be comprised of four distinct groups within the committee. These groups include the following:

- Regular Members
- Executive Members
- Sub-Executive Members

Note: all members of the SC will be required to undergo a security screening prior to becoming a member at any of the levels.

Regular Members

Regular members of the SC will be made up of all interested individuals who wish to help support the Squadron. This group will include (but not limited to) parents of active cadets of the squadron, parents of former cadets, local community and business representatives, and interested individuals from the local community. Every parent of an active cadet is automatically a regular member of the SC. Each regular member has the right to vote for executive positions and all items requiring a vote throughout the training year.

Executive Members

Executive members of the committee will include the following:

- Chair,
- Vice-chair,
- Treasurer,
- Secretary,
- Public Relations,
- Parent Coordinator, and
- Squadron Merchandise Coordinator.

The voting members (regular members) of the SC will elect members to the executive committee. Persons eligible to hold these positions must be regular members of the SC. Each of the executive member positions will be filled through a voting process held near the end of the squadron's training year (May/June) and the positions will normally be held for a period of one (1) to two (2) years.



The exception to this is the chair position. Due to the nature of the work required for the chair position, normal progression will be used and the vice-chair will move up to the chair position after the present chair has completed his/her term. This will ensure that the new chair will have had some time to “learn” the job prior to taking over. If there is no vice-chair available to take over the chair position or the vice-chair does not accept the position, the committee will then hold a vote to decide if they wish to extend the present chair for one additional year or to open the vote to all regular members.

Normally, a member will only stay on the executive for a maximum of two (2) consecutive terms before spending a minimum of one term as a regular member before re-applying for an executive position. In the case of not having new members for a position, the committee can hold a vote to permit extending an executive member for an additional term.

Each executive member holds a right to vote except for the SC chair, who is expected to withhold his/her vote in case a tiebreaker is required.

Sub-Executive Members

There are several sub-executive positions within the structure of the SC. These positions fall under different executive members. The following are the sub-executive roles in the SC:

Reporting to the Chair:

- WebMaster
- Special Projects

Reporting to the Vice-Chair:

- Effective Speaking
- Screening Coordinator

Reporting to the Treasurer:

- L'Auto Cadet
- Canteen
- Fundraising

Reporting to the Public Relations coordinator:

- Media Team

Each of these sub-executive positions is responsible to communicate all their requirements through their respective section. The roles of these positions are included in the roles outlined below for the executive members.



Executive Roles & Responsibilities

The roles and responsibilities of the SC are outlined in detail in the documents supplied by the Cadet League, and are listed at the end of this document. The following are some of the roles and responsibilities for each of the executive members of the SC. Overall roles and responsibilities for the SC will be covered in the next section.

The Chair will:

- liaison directly with the Squadron Commanding Officer (CO);
- liaison with the facilities management personnel (School reps);
- conduct all SC meetings;
- liaison with other committee members as required;
- ensure that all SC responsibilities are carried out fully;
- be authorized as one of the two SC executive members with cheque signing authority;
- coordinate the Squadron website updates and hosting;
- direct all other executive members and sub-executive members in their duties;
- liaison directly/indirectly with external entities (business, political, other Cadet Leagues, etc.); and
- participate in all activities outlined in the responsibility sharing guide.

The Vice-Chair will:

- perform the duties of chair in the absence of the chair person;
- will be responsible for coordinating the effective speaking training and local competition;
- perform and/or over sees the duties assigned by the Chair; and
- will coordinate the screening process activities for the committee.

The Secretary will:

- ensure that an accurate record of all meeting minutes and records of decisions is kept and distributed to all members in a timely manner;
- distribute copies of all minutes and records of decisions to the CO and Sponsor;
- prepare and distribute meeting agendas;
- prepare all letters of appreciation and similar correspondence for the chair's signature; and
- be responsible for booking meeting facilities for SC meetings.

The Treasurer will:

- keep an accurate and current record of all financial transactions using standard accounting practices;
- be authorized as one of the two Executive Members with cheque signing authority;



- be responsible for the L'Auto Cadet ticket coordination (the L'Auto Cadet coordinator will report to the Treasurer);
- be responsible for the canteen profits (the Canteen Coordinator will report to the Treasurer);
- will coordinate all financial procedures with fundraising organizers; and
- be responsible for the completion of the yearly financial report (ACC-9) to the Air Cadet League.

The Parent Coordinator will:

- be the direct liaison between the cadet parents and the SC;
- coordinate lists of parent volunteers for such items as transportation and fund raising;
- be responsible for obtaining quotes from transportation companies when required for cadet activities;
- be responsible to ensure adequate numbers of volunteers for events; and
- obtain text/direction on weekly messages issued by the CO.

The Public Relations coordinator will:

- be responsible for recruiting activities and advertising;
- manage the media team activities and ensure appropriate media coverage (photos, videos) of all cadet events.
- coordinate with local newspapers for publishing articles and obtaining coverage of major events;
- coordinate with municipal event coordinators requesting cadet involvement; and
- coordinate with municipal authorities for booking special event facilities.

The Squadron Merchandise Coordinator will:

- be responsible for coordinating all purchases and deliveries of cadet clothing;
- maintain the clothing order form;
- liaison with the parents regarding any clothing issue;
- escalate unresolved issues to the chair/vice-chair; and
- ensure updates to order forms are posted on the web site via the Squadron webmaster.

SC Roles & Responsibilities

The SC will have many roles and responsibilities that will increase over time. Many of these roles are standard items needed from a SC in order to help the squadron function. The following is an abbreviated list of some of the roles and responsibilities expected of the 5 Cyclone SC:

- Assist in cadet recruiting activities
- Assisting and arranging cadet recreational activities
- Providing for and/or arranging transportation, when needed
- Fundraising



- Cadet canteen
- Providing assistance where needed/requested

Many other activities will occur where the SC will be involved. It is anticipated that the Squadron CO will request SC involvement, assistance or lead on several different events throughout the training year.

It is very important to remember that, in general, the SC will **NOT** be involved in any of the following items:

- Squadron staffing (except for oversight by a SC representative)
- Cadet promotions (except for oversight by a SC representative)
- Squadron administration
- Squadron discipline

Except for those items listed under executive roles and responsibilities, the SC liaison with the Squadron CO is the Chair or Vice-Chair.

Conclusion

A squadron's success requires strong support from its sponsoring committee. The time spent volunteering at a squadron is an investment in our youth, our children. The cadet program strives to encourage our youth to become active responsible members of the community while gaining valuable life experience and work skills. We, as parents and volunteers, can help ensure the success of the program and hopefully help our youth in making a continued and valuable contribution to society.



Reference Documents (see full version for Annexes)

Annex A – excerpt from Cadence Magazine, Fall 2002 Edition

Annex B - Responsibilities of a Sponsoring Committee (1 page abbreviated, no date)

Annex C - Sponsoring Committee Meeting Procedures and Format (no date)

Annex D - Registration & Screening Procedures Squadron Sponsoring Committee (SSC) Members (rev. 2004)

Annex E - Air Cadet Movement Squadron Responsibilities Sharing Guide (21 Aug 2003)