## **303.** Cadet Adjutant

1. The Cadet Adjutant, when assigned, will be appointed by the Commanding Officer, in consultation with the squadron staff, and shall be responsible to the Administration Officer for carrying out all assigned duties.
2. THE CADET ADJUTANT shall be responsible for:
   1. Contacting the Administration Officer and Cadet Commander weekly for messages and instructions;
   2. Calling all Duty NCOs prior to the weekly parade to relay instructions from the AdminO and to ensure that all duty positions will be covered;
   3. The conduct and discipline of the Duty NCOs and will exercise all necessary accepted methods to maintain an efficient duty routine;
   4. Supervising the activities and accounting for the whereabouts of all Duty NCOs;
   5. Maintaining a high level of dress and deportment at all times. He/she will be a good example for all cadets under him/her to follow;
   6. Conferring with the Administration Officer on possible amendments to the duty routine for the evening;
   7. Carrying out all instructions issued by the Administration Officer or his/her designate in a proper, efficient and prompt manner; and
   8. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
3. The Cadet Adjutant is normally the third most senior qualified cadet in terms of rank in the Squadron.
4. The Cadet Adjutant will normally have successfully completed Level 5 Training.
5. The Cadet Adjutant shall be thoroughly familiar with the SSOs and the squadron MROs.