## Administration Officer

1. The Administration Officer (AdminO) will be appointed by the Commanding Officer and shall be responsible to the Commanding Officer for carrying out all assigned duties.
2. The AdminO shall be responsible for:
   1. Maintaining an adequate stock of forms required for the administration of the cadet unit;
   2. The correct circulation of all incoming and outgoing correspondence orders or directives;
   3. The custody and control of all relevant publications and the entering of amendments on receipt;
   4. The accessibility of reference material to instructional staff;
   5. Maintaining a register of all incoming and outgoing correspondence;
   6. Maintaining the unit's filing system;
   7. Preparing and expediting all reports, returns, documents, and other correspondence for the Commanding Officer's signature;
   8. Arranging for medical examinations, as required;
   9. Maintaining complete personal files on each member of the cadet unit;
   10. Ensuring prompt and proper submission of all claims;
   11. Advising the supply officer of names of cadets enrolled or released;
   12. Initiating a cadet unit duty roster;
   13. Ensuring all officers are in possession of a valid Canadian Forces Reserve Identification card; and
   14. Undertaking such other duties as directed by the Commanding Officer.
3. The AdminO shall prepare a budget for the years administrative expenses and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.