## Band Officer

1. The Band Officer (BandO) will be appointed by the Commanding Officer and shall be responsible for carrying out all assigned duties.
2. The BandO shall be responsible for:
   1. Developing and maintaining the band training programme in accordance with established cadet band training directives;
   2. Ensuring all band training parades and activities are properly supervised;
   3. Maintaining records showing attendance and training progress of each cadet;
   4. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
   5. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating band special training projects;
   6. Ensuring the cadet unit is in possession of all required band material and reference manuals;
   7. Ensuring the ongoing individual training and development of all band instructional staff;
   8. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
   9. Compiling all band training and examination results;
   10. Organizing band competitions, concerts and ceremonial parades;
   11. Assisting and supervising the Drum Major in the organization and preparation of the Band;
   12. Music selection for all Squadron parades and concerts; and
   13. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The BandO shall prepare a budget for the years band activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.