## **302.** Cadet Deputy Commander

1. The Cadet Deputy Commander will be appointed by the Commanding Officer, in consultation with the squadron staff, and shall be responsible to the Training Officer for carrying out all assigned duties.
2. The Cadet Deputy Commander shall be responsible for:
   1. Contacting the Training Officer and Cadet Commander weekly for messages and instructions;
   2. Calling all Cadet Instructors prior to the weekly parade to relay instructions from the TrgO and to ensure that all lectures will be covered;
   3. Ensuring that the weekly training is organized and conducted efficiently with all instructor positions covered;
   4. Preparing and posting the weekly training orders for the following week at the end of each weekly training parade;
   5. The conduct and discipline of all cadet instructors in the squadron and will exercise all necessary accepted methods to maintain an efficient training program;
   6. Supervising the activities and accounting for the whereabouts of all cadet instructors;
   7. 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;
   8. Conferring with the training officer on possible amendments to the training programme for the evening;
   9. Carrying out all instructions issued by the training officer or his/her designate in a proper, efficient and prompt manner; and
   10. Undertaking such other duties as directed by the Commanding Officer or his/her designate.
3. The Cadet Deputy Commander is normally the second most senior qualified cadet in terms of rank in the squadron.
4. The Cadet Deputy Commander will normally have successfully completed Level 5 Training.
5. The Cadet Deputy Commander shall be thoroughly familiar with the SSOs and the squadron MROs.