## **216.** Duke of Edinburgh Program Coordinator

1. The Duke of Edinburgh Program Coordinator will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Duke of Edinburgh Coordinator shall be responsible for:
   1. Developing and maintaining the squadron Duke of Edinburgh programme in accordance with established directives;
   2. Maintaining records showing the progress of each cadet;
   3. Assisting and supervising cadets in the preparation and execution of the various aspects of the program;
   4. Advising the Commanding Officer on exercises and citizenship tours as well as coordinating Duke of Edinburgh special training projects; and
   5. Undertaking such other duties as directed by the Commanding Officer or Designate.