## **213.** Drill Team Coordinator

1. The Drill Team 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 Drill Team Coordinator shall be responsible for:
   1. Developing and maintaining the annual drill team programme in accordance with established cadet drill training directives;
   2. Ensuring all drill team training parades and activities are properly supervised;
   3. Maintaining records showing attendance 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 drill team special training projects;
   6. Ensuring the ongoing individual training and development of all drill team instructional staff;
   7. Organizing drill team competitions and ceremonial parades;
   8. Assisting and supervising the Drill Team Commander in the organization and preparation of the drill team; and
   9. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Drill Team Coordinator shall prepare a budget for the years drill team activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.