## **215.** Effective Speaking Coordinator

1. The Effective Speaking 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 Effective Speaking Coordinator shall be responsible for:
	1. Developing and maintaining the annual effective speaking programme in accordance with established cadet training and Air Cadet League directives;
	2. Arranging training for all participating cadets through the CO and the Sponsor;
	3. Maintaining records showing attendance of each cadet;
	4. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating public speaking participant special training projects;
	5. Organizing in conjunction with the CO and the Sponsor, the local level Effective Speaking Competition and special demonstrations;
	6. Undertaking such other duties as directed by the Commanding Officer or designate.