## **212.** Flag Party Coordinator

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