## **211.** Optional Training Officer

1. The Optional Training Officer will be appointed by the Commanding Officer and shall be responsible to the Deputy Commanding Officer for carrying out all assigned duties.
2. The Optional Training shall be responsible for:
   1. Developing and maintaining the optional training programme in accordance with established cadet training directives;
   2. Ensuring all optional training parades and activities are properly supervised;
   3. Ensuring all sports equipment is properly maintained;
   4. Maintaining records showing attendance of each cadet;
   5. Assisting and supervising instructors and senior cadets in the preparation and presentation of their instruction;
   6. Advising the Commanding Officer on exercises and citizenship tours as well as co-ordinating special training projects;
   7. Ensuring the cadet unit is in possession of all required optional training material and reference manuals;
   8. Ensuring the ongoing individual training and development of all optional training instructional staff;
   9. Ensuring that an adequate system of examination or tests is used to monitor the efficiency of training and individual cadet's progress;
   10. Compiling all optional training and examination results;
   11. Organizing optional training competitions; and
   12. Undertaking such other duties as directed by the Commanding Officer or Designate.
3. The Optional Training Officer shall prepare a budget for the year’s optional training activities, administration and capital acquisitions. This budget shall be forwarded to the CO prior to the start of each training year.