

**Royal Canadian Sea Cadet Corps Woodstock**



**Statement of Duties and Terms of Reference**

**Title: Administration Petty Officer**

**Short Title: Admin PO**

**Responsible to: Administration Officer (Admin O)**

1. Ensure all PO/2IC's have an updated contact list of their cadets.
2. Set a positive example regarding drill, dress and deportment.
3. Notify the Admin O of any changes to phone numbers.
4. Ensure that attendance has been taken on each training activity, parade night, and mandatory parade.
5. Contacting cadets that have unauthorized absences and notifying the Admin O.
6. Assist the Admin O in maintaining attendance statistics.
7. Post and circulate any important communication to the Corps.
8. Assist the Admin O in maintaining cadet personnel files.
9. All other duties assigned by higher authority.

Signature of Administration PO

Date:

Signature of Commanding Officer

Date: