

Royal Canadian Sea Cadet Corps Woodstock



Statement of Duties and Terms of Reference

Title: Chief of Training

Short Title: Chief Trg

Responsible to: Training Officer (Trg O)/Coxswain (Cox'n)

1. Ensure all classes are covered with sufficient instructors and assist with finding a replacement when needed.
2. Set a positive example regarding drill, dress and deportment.
3. Ensure all instructors are prepared for classes by monitoring.
4. Ensure all instructors have the needed instructional aides to carry out the training.
5. Ensure all lesson plans are handed in and reviewed, copied and filed in case of an instructor's absence.
6. Collect PO checks and class attendance lists for the training records.
7. Be involved in the planning of corps optional and training activities.
8. Assist with instruction, as required.
9. All other duties assigned by higher authority.

Signature of Chief of Training

Date:

Signature of Commanding Officer

Date: