

## Royal Canadian Sea Cadet Corps Woodstock



### Statement of Duties and Terms of Reference

**Title: Divisional Petty Officer**

**Short Title: DPO**

**Responsible to: Divisional Officer (Div O)/Coxswain (Cox'n)**

1. Complete divisional calling and report back results to the divisional officers.
2. Ensure all cadets in division attend all mandatory events and parades.
3. Ensure all cadets in the division keep their uniforms up to standard.
4. Ensure cadets understand what to do and where to go for colours, sunset and other parades.
5. Set a positive example regarding drill, dress and deportment.
6. Pass on any pertinent information through the chain of command.
7. Deal with divisional problems at the divisional level if possible and seek advice on possible solutions from the Divisional Officer.
8. Promote moral within the ranks.
9. Assist with instruction, as required.
10. All other duties assigned by higher authority.

Signature of Divisional Petty Officer

Date:

Signature of Commanding Officer

Date: