

## Royal Canadian Sea Cadet Corps Woodstock



### Statement of Duties and Terms of Reference

**Title: Public Affairs Chief Petty Officer/Petty Officer**

**Short Title: PA Chief/PO**

**Responsible to: Public Affairs Officer (PA O)**

1. Assist the PA O in assigning the positions of junior PA PO and a corps photographer.
2. Assist the PA O in raising awareness of the cadet program within the local community.
3. Set a positive example regarding drill, dress and deportment.
4. Assist the PA O with updating our social media accounts.
5. Assist with updating the corps website.
6. Assist the PA O in organizing monthly meetings.
7. Encourage cadet participation in the PA department by encouraging ideas to assist in increasing awareness of the corps.
8. All other duties assigned by higher authority.

Signature of Public Affairs Chief/Petty Officer

Date:

Signature of Commanding Officer

Date: