

Royal Canadian Sea Cadet Corps Woodstock



Statement of Duties and Terms of Reference

Title: Quartermaster

Short Title: QM

Responsible to: Officer of the Day (OOD)/Regulating Petty Officer (RPO)

1. Assign duty personnel for colours and sunset from the Duty Division.
2. Set a positive example regarding drill, dress and deportment.
3. Ensure colours and sunset are carried out correctly.
4. Complete the Ship's Log for inspection of the POOD.
5. Ensure the bell is rung correctly and the correct pipes are made on the boatswain call.
6. Assist in the supervising of cleaning stations completed by the Duty Division at the end training.
7. All other duties assigned by higher authority.

Signature of Quartermaster

Date:

Signature of Commanding Officer

Date: