

## Royal Canadian Sea Cadet Corps Woodstock



### Statement of Duties and Terms of Reference

**Title: Regulating Petty Officer**

**Short Title: RPO**

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

1. Ensure that attendance has been taken at the beginning of each parade, training session, exercise or clean-up session, and ensure that it is given to Admin O.
2. Set a positive example regarding drill, dress and deportment.
3. In cooperation with the Cox'n, assign personnel to special parties.
4. Attend all parades, musters, rounds, etc. conducted by the XO (Trg O).
5. Muster the Ships Company and report to the Coxswain.
6. Act as the Cox'n in their absence.
7. Ensure the POOD performs the proper duties throughout the parade night.
8. Enforce drill standards during Colours, Sunset or CO's Parades.
9. Ensure that the CPO's and PO's are meeting the standard for dress and deportment.
10. Be involved in the planning of corps optional and training activities.
11. Assist with instruction, as required.
12. All other duties assigned by higher authority.

Signature of Regulating Petty Officer

Date:

Signature of Commanding Officer

Date: