

THE NAVY LEAGUE OF CANADA
ONTARIO DIVISION.

TERMS OF REFERENCE
FOR
NAVY LEAGUE CADET DIVISIONAL SQUADRON
OFFICER

1. Navy League Cadet Divisional Squadron Officer are appointed by the National Council of the Navy League of Canada on the request of the Ontario Division.
2. Divisional Squadron Officers are experienced individuals who, often, are past Commanding Officers of either Navy League Cadet Corps, or Royal Canadian Sea Cadet Corps, and, have volunteered to act on behalf of the Division. Divisional Squadron Officers will be appointed to specific areas of authority as designated by the Division. These areas are:

Commander of Ontario Division
Training/Standards Officer
Divisional Squadron Officer

3. Divisional Squadron Officers will be expected to relate Division's policy on all subjects pertaining to a Corps' operation and will be governed by the Regulations for the Administration of Navy League Cadet Corps as produced by the National Council. The Divisional Squadron Officer actually speaks for the Commander and Vice-President Navy League Cadets, Ontario Division. The Divisional Squadron Officers will be governed by not only such regulations, but by directives (ODI's) that from time to time will be forthcoming from the Division pertaining to Ontario Corps.
4. Corps and Branches are to accept the Divisional Squadron Officer's visit as a visit from the Division.
5. Divisional Squadron Officers will in no way interfere with the Branch operations, but will advise and assist wherever possible on Corps activities. Such assistance to be:

Training, Interpretation of regulations as to dress, drill, stores, reports,
correspondence and general welfare of the Navy League Cadet
movement as a whole.
6. Where Divisional Squadron Officers are required to travel long distances to attend parades, drills or ceremonies on behalf of the Division, authority for expenses required is to be requested from the Division prior to such undertakings when this travel takes them outside of their assigned areas.
7. Visits may be made by the Divisional Squadron Officer on a pre-arranged schedule with the Corps, or by an unannounced visit, as considered advisable. It is wise to ensure that normal activities are taking place on such an occasion.
8. Corps Commanding Officers are to consider the Divisional Squadron Officer as a personal contact

with the Division.

9. Divisional Squadron Officers, under no circumstances, will commit or allow the commitment of any Navy League funds without prior approval of the Division. Where expenditures from Branch funds are to be made in order to allow Corps participation in any operation planned, the Branch will have the full authority to accept or decline any such proposals.
10. The Divisional Squadron Officer is a most valuable volunteer to both the Division and the Corps, working without compensation for the good of the entire movement and without the strong ties of loyalty to particular Corps that is enjoyed by the Corps officers. Divisional Squadron Officers must make therefore every effort to remove themselves from Corps affiliation. They should receive every courtesy from Branches, Corps, Officers and Cadets that can be extended to them.

COMMANDER ONTARIO DIVISION (Senior Area Officer)

11. This individual, reporting directly to the Vice-President, Navy League Cadets Ontario Division, is responsible for all Divisional Squadron Officer activities. This will include, but is not limited to, standards, inspections, inter-corps activities (such as competitions), and training plans (such as Officer Training weekends), and budgets for the aforementioned. The Commander will direct and support the Divisional Squadron Officers in their various undertakings and attempt to participate in Corps Annual Inspections and Change of Commands as allowed by time and budget constraints. The Commander is a part of the Navy League Cadet Committee, and as such must be able to answer questions on, or give opinions about, various aspects of Cadets and Officers (i.e. training, uniforms, competitions, conduct, inspections, etc.) As well the Commander should be involved in creating and promoting fresh initiatives and directions for NL cadets

TRAINING/STARDARDS OFFICER

12. This position reports to the Commander, Ontario Division and hence to the VP, Navy League Cadets, OD. The Standards Officer will act as an Divisional Squadron Officer with an assigned set of Corps. The Standards Officer may at times be required to fill in for the Commander (i.e. inspections, parades, etc.) but normally neither directs nor is directed by other Divisional Staff members. The Standards Officer will assist the Commander in duties as mutually agreed upon, work with other Division Staff officers, VP Navy League Cadets, Navy League Cadet Committee, and Ontario Division, in various capacities as required (OTC and Provincial competitions, etc.) The Standards Officer will also act as an Divisional Squadron Officer with an assigned set of Corps.

DIVISIONAL SQUADRON OFFICERS

13. DSO's are responsible to the Commander, Ontario Division, and are appointed to assist assigned Corps in their operation, to the best of their ability. They will submit reports of visits made to the Corps under their jurisdiction on the appropriate forms.
14. The group of Corps assigned to a particular Divisional Squadron Officer will be normally based upon Squadron. (ODI-2301)
15. The DSO's will encourage their Corps' Officers to take part in Squadron activities whether training, sporting, or social, for the cadets. As well DSO's are encouraged to organize camps, training schemes, parades etc. for the Squadron. Consideration should be given by both Corps and Branches to keep DSO's informed of, and up to date with, Corps happenings. The Divisional Squadron Officer will endeavor to unite all their corps into a mutual assistance group for the betterment of all Corps.

APPOINTMENT OF DIVISIONAL SQUADRON OFFICERS

16. Any Director, Branch, Corps or other Divisional Squadron Officer may recommend to the Vice-President, Navy League Cadets Ontario Division, in writing any prospective candidate for appointment to the position of Divisional Squadron Officer. The Branch will endeavor not to enter into any discussions with currently service Corps Officers concerning the prospects of that officer being offered an appointment as an Divisional Squadron Officer. It will be up to the discretion of the Vice-President Navy League Cadets Ontario Division, to contact the prospective candidates extending to them an invitation to submit their application for appointment as a Divisional Squadron Officer. If the Vice-President accepts the application, the Vice-President Navy League Cadets, Ontario Division, will then present the candidate's particulars to the Navy League Cadet committee for their approval, and then to Ontario Division for final approval.
17. Divisional Squadron Officers will be appointed on a probationary period for one year. Subject to the recommendation of the Commander Ontario Division and approval of the Vice-President Navy League Cadets and Ontario Division, this period will be extended for a further period of two years (making three years in all) with the possibility of granting a further one (1) year extension.
18. Divisional Squadron Officers may have their appointments rescinded at any time for the same reasons as apply to Corps Officers, and for possible necessary re-organizational steps. The Vice-President, Navy League Cadets Ontario Division will present recommendations for ending of an appointment to the Ontario Division Navy League Cadet Committee for their approval and subsequent transmittal to the Ontario Division for their final approval. Resignations, if submitted, would be accepted by the Vice-President Navy League Cadets, Ontario Division.