

TERMS OF REFERENCE (TOR) – ADMINISTRATION OFFICER (AdmO)

GENERAL

1. The administration officer (AdmO) shall be responsible to the Commanding Officer (CO) and shall exercise general supervision over all unit administrative functions, inclusive of cadet and staff records.

RESPONSIBILITIES

2. Under the direction of the CO or his delegated officer, responsibilities of the AdmO include, but are not limited to:

- a. maintaining the Fortress (FV2) administration database including all cadet and staff administrative records (nominal info, contact info, med info, membership info, etc.);
- b. ensuring the FV2 dashboards is clear on a weekly basis;
- c. ensuring attendance for all cadet and staff personnel are recorded on appropriate tracking forms and inputted in FV2 NLT one week after an activity; along with ensuring hard copy attendance forms are maintained in the appropriate binder on an annual basis;
- d. administering annual validation forms (AVFs) in amending info. promptly;
- e. recording staff attendance along with preparing pay sheets for select staff on a timely basis;
- f. receiving and shipping of all sqn mail and parcels in the appropriate mail log;
- g. maintaining the sqn key log and ensuring the appropriate individuals are in possession of sqn keys;
- h. safely storing administration files IAW DND regulations;
- i. maintaining the sqn filing system;
- j. updating sqn roll boards periodically (Sqn ROs, CRCI, and CRCIs);
- k. ensuring document transit and receipt logs (DND 728s) are filed accordingly;

- l. maintaining adequate stocks of readily accessible sqn forms (recruit packages, DND 2299, DND 663s, CF 98, contact info forms, DND 728, DND 317, permission forms, attendance forms, etc.);
- m. maintaining the stock and control of all relevant publications and entering of amendments on receipt;
- n. ensuring prompt and proper submission of all claims arising from sqn activities;
- o. advising the supply officer (SupO) and training officer (TrgO) of names of cadets TOS and SOS;
- p. ensuring all new cadets meet the necessary joining requirements;
- q. ensuring all new cadets are provided with an adequate orientation of the cadet program;
- r. assigning flights to all new cadets;
- s. ensuring proper outtake is adhered to for all SOS cadets IAW sqn ROs;
- t. ensuring the administration dept. area is maintained as a clutter free and organized working environment;
- u. advising the CO and TrgO of any cadets who have medical restrictions that cannot attend select activities;
- v. advising the CO and TrgO on a periodic basis of cadets whose attendance averages drop below %60; and
- w. advising the CO on a monthly basis WRT general admin operations.

Name of AdmO: _____ Signature of AdmO: _____ Date: _____

Name of CO: _____ Signature of CO: _____ Date: _____

Copy 1 – Pers. file

Copy 2 – AdmO