

## **TERMS OF REFERENCE (TOR) – RESOURCE MANAGEMENT SUPPORT CLERK (RMS Clk)**

### **GENERAL**

1. The resource management support clerk (RMS Clk) shall be responsible to the administration officer (AdmO) and shall exercise general supervision over all unit administrative functions, inclusive of cadet and staff records.

### **RESPONSIBILITIES**

2. Under the direction of the AdmO or his/her delegated officer, responsibilities of the RMS Clk 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 the administration dept. area is maintained as a clutter free and organized working environment;

Name of RMS Clk: \_\_\_\_\_ Signature of RMS Clk: \_\_\_\_\_ Date: \_\_\_\_\_

Name of CO: \_\_\_\_\_ Signature of CO: \_\_\_\_\_ Date: \_\_\_\_\_

Copy 1 – Pers. file  
Copy 2 – RMS Clk