

TERMS OF REFERENCE (TOR) – ADJUTANT (Adj)

GENERAL

1. The Adjutant (Adj) shall be responsible to the commanding officer (CO) and shall exercise general supervision over all unit orderly room functions, inclusive of the weekly duty cell.

RESPONSIBILITIES

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

- a. general supervision of the administration, supply, and duty depts of the sqn, inclusive of ensuring all personnel are adhering to expectations laid out in their respective TORs;
- b. ensuring each dept. maintains general upkeep and tidiness of the sqn orderly room, inclusive of effective use of the sqn mailbox system;
- c. assisting subordinate officers or depts. heads with conflict resolution or professional development;
- d. responsible for the creation and maintenance of a yearly duty schedule with a minimum of one duty officer (CI/CV), one flight corporal (FCpl) and two corporals (Cpl);
- e. ensure the CO is informed/advised about any significant squadron operational concerns;
- f. addressing or properly re-directing parental concerns as they arise during weekly parade nights;
- g. responsible for ensuring section heads complete all new staff orientation packages within one month of assignment to the sqn;
- h. responsible for ensuring section heads are adequately training and developing their applicable Sr. NCOs or WOs and/or assisting them with the development of their cadets; and,
- i. responsible for final sign-off on all duty inspection sheets and ensures efficient filing of all duty inspection reports by the Duty O on a weekly basis; and,

- j. responsible for ensuring all staff, including new assignments, have thoroughly understood and signed their respective TORs, and onward submission to the CO (one copy).

Name of Adj: _____ Signature of Adj: _____ Date: _____

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

Copy 1 – Pers. file
Copy 2 – CO