



Army Cadet Corps Support Committees

Responsibilities of a Chairperson

- (1) presides at scheduled and periodic meetings of the committee and receives reports from various facets of the committee.
- (2) maintains liaison between the sponsor and the committee.
- (3) assists the Treasurer along with the CO in the preparation of the annual budget.
- (4) ensures that all members of the committee are carrying out their duties in a satisfactory manner.
- (5) selects and appoints competent persons as Chairpersons of sub-committees
- (6) actively participates in corps gatherings such as the Annual Ceremonial Review, and Award Parades

Responsibilities of a Vice Chairperson

- (1) substitutes for and performs the responsibilities of the Chairperson when required
- (2) undertakes any duties given to him/her by the Chairperson

Responsibilities Of The Secretary

- (1) ensures that notices of regular meetings of the Committee are sent out giving date, time, and place
- (2) in consultation with the Chairperson, prepares an agenda for each meeting
- (3) keeps minutes of the Committee Meetings
- (4) ensures that the Chairperson is kept fully informed of all correspondence pertaining to the Committee
- (5) serves as a member of the Fundraising Committee

Responsibilities Of The Treasurer

- (1) assists the corps officers in consultation with the Chair in the preparation and submission of the annual budget, which must be submitted to the Sponsoring Committee for approval
- (2) ensures that the Statement of Revenue and Expenses has been properly completed
- (3) maintains a record of all Sponsoring Committee assets, ie. Trophies, training equipment, kit shop items etc.
- (4) maintains an up-to-date record of all financial transactions of the committee and corps
- (5) arranges for the annual audit of the financial records of the committee
- (6) prepares financial statements and reports as required by the committee
- (7) serves as a member of the Fundraising Committee.

Responsibilities And Functions Of The Fundraising Committee

- (1) in consultation with the Committee Executive, examines and approves the budget as submitted by the Commanding Officer**
- (2) in consultation with the Chair determine the methods by which funds are to be raised and make the necessary detailed plans**
- (3) consult with the Commanding Officer when the plans require the use of Army Cadets**
- (4) co-ordinates the Sponsor's participation in League fundraising campaigns, as requested**

Responsibilities And Functions Of The Public Relations Committee

- (1) keep the local media informed of the activities of the corps**
- (2) continually impress upon the public's consciences the fact that Army Cadet training is beneficial to the community**
- (3) participate to the limit of its resources in campaigns, of a special nature, conducted by the League**
- (4) constantly be active in the recruitment of cadets and officers**

A Summary Of Areas Of Support That May Be Required

- (1) assistance with recruiting**
- (2) provision of trophies and other awards for proficiency, excellence and as special inducements to achievement**
- (3) assistance in the provision of transportation**
- (4) assistance to the Commanding Officer in obtaining guest speakers and arranging visits to places and activities of interest in the community**
- (5) assistance to the Commanding Officer in the development and implementation of community projects such as blood donor clinics, collection of food for the food banks, community clean-up, etc.**
- (6) publicizing the Army Cadet Movement by talking to parents, civic leaders and community organizations by making them aware of the attributes of cadet training**
- (7) ensure that all Corps equipment is given the proper care and is kept in safe custody**
- (8) work in conjunction with the Sponsor and Commanding Officer in the area of financial support by assisting in tag days, sale of lottery tickets, conducting bingos, raffles and any other legal fundraising activity that may be promoted**
- (9) attendance at special cadet activities throughout the year**
- (10) any assistance (within capabilities) that is requested by the Commanding Officer**

NOTE

No single directive could be prepared to meet the needs of every locality, and the above areas of support should be regarded as general guide, which does not in any way limit the amount or kind of work that a Support Committee may do, subject to the concurrence of the Commanding Officer.

Updated July 2011