



AIR CADET SQUADRON SPONSORING COMMITTEE

MEMBER'S FUNCTIONS

Distribute

to the

Members of your Committee

Prepared by
The Air Cadet League of Canada

(1/1/2002)

CHAIRPERSON SPONSORING COMMITTEE

As Chairperson of the Sponsoring Committee it is your responsibility to:

1. Preside at meetings of the Committee at which you receive reports of the different facets of your committee.
2. Serve as liaison between the Sponsoring Body and your Committee.
3. Ensure that all members of your Committee are Registered and Screened.
4. Select and appoint able persons as Chairpersons of sub-committees.
5. Check regularly on the activities of all Committees (of which you are an ex-officio member), to see that their work is on schedule.
6. Present an (ACC9) Annual Report of the Committee to the Provincial Committee.
7. Preside at Squadron gatherings such as the annual Cadet Awards Parade, etc.
8. Co-operate with the Squadron Commanding Officer in selecting cadets for summer training.
9. See that the training quarters for the Squadron are suitable.
10. Help obtain the services of highly qualified Officers and Instructors for the Squadron.
11. Submit a Financial Statement as required from time to time.

REGISTRATION AND SCREENING OF MEMBERS

In keeping with the Government of Canada's commitment to combating violence against women and children, appropriate and thorough screening of applicants for positions of trust with children is considered vital. Screening refers to a range of procedures and processes to carefully scrutinize individuals in order to choose the best candidate and weed out, as far as possible, those who would do harm.

The Air Cadet League will, in accordance with the Government's mandate register and screen all members and staff who belong to the Air Cadet League of Canada (national), Provincial Committees of the Air Cadet League of Canada, or Squadron Sponsoring Committees that work with the individual Air Cadet squadrons. Screening levels will be commensurate with the member or staff-members' responsibilities with Air Cadets or with the handling of League or Squadron funds.

The process of Registration and Screening is contained in the Air Cadet League of Canada - Policy and Procedures Manual – Part 2.

Accountability

The Air Cadet League of Canada, each Provincial Committee, and each Squadron Sponsoring Committee shall appoint a Volunteer Registration and Screening Coordinator to manage the registration and screening process and to be custodian of the registration and screening records at the Provincial Committee level. The information shall be stored in a manner that is secure and protects each registrant's individual privacy and confidentiality.

SECRETARY-TREASURER SPONSORING COMMITTEE

As Secretary-Treasurer of the Sponsoring Committee it is your responsibility to:

1. See that Form ACC1 has been properly filled out and that League and Service authority has been granted for the sponsorship of your Squadron.
2. See that notices of regular meetings of the Committee are sent out giving date, time and place.
3. In consultation with the Chairperson, prepare an agenda for each meeting.
4. Keep minutes of the meetings of the Committee.
5. Have on hand a copy of the League's Policies and Procedures at all meetings of the Committee.
6. See that Information bulletins and notes are passed to sub-committee chairpersons or the official for whom they are intended.
7. See that the Chairperson is kept fully informed on all correspondence pertaining to the Sponsoring Committee.
8. Help the Chairperson prepare the Annual Report (ACC9) of the Sponsoring Committee, including financial statements for the onward transmission to the Provincial Committee and League Headquarters.

9. Keep a record of all Committee property, such as trophies, etc. and where located.
10. Keep an up-to-date record of all financial transactions of the Committee and Squadron.
11. Arrange for the annual audit of the books of the Committee.
12. Prepare financial statements and reports as required by the Committee.
13. Serve as a member of the Fund Raising Committee or such other committees as are formed for the purpose of raising money.
14. Assist the Squadron Officers to prepare and submit their budget for the training year. This budget should be submitted to the Sponsoring Committee for approval.
15. Become acquainted with Section XIX of the Policies and Procedures and read carefully the pamphlet "Role of the Sponsoring Committee".

FUND RAISING SPONSORING COMMITTEE

The purpose of this committee is to raise funds for the support of the Squadron and control the expenditure in keeping with the Sponsoring Committee budget.

The Committee shall:

1. **Acquaint themselves with the Air Cadet League of Canada By-Laws as set out in the Policies and Procedures.**
2. **In consultation with the Secretary-Treasurer examine and approve the budget as submitted by the Squadron Commanding Officer.**
3. **Determine the methods by which Sponsoring Committee funds are to be raised and make the necessary detailed plans.**
4. **Consult with the Squadron Commanding Officer where the plans require the participation of Air Cadets.**
5. **Where a Ladies Auxiliary or Parents Committee assists in fund raising, approve its fund raising plans.**
6. **Co-ordinate Sponsoring Committee participation in Provincial Fund Raising campaigns as requested.**

PUBLIC RELATIONS SPONSORING COMMITTEE

No Air Cadet squadron can be expected to function successfully without a reasonably sympathetic attitude in its home community. Public Relations are more than publicity – it concerns the impressions members of the Air Cadet League and Royal Canadian Air Cadets make on others.

The Committee shall:

1. Keep the media fully informed on the activities of the Squadron.
2. Continually impress upon the public conscience the fact that Air Cadet training is beneficial to the community.
3. Read carefully the PR Handbook available from Air Cadet League Headquarters.
4. Participate to the limit of its resources in campaigns of a special nature conducted by League Headquarters or the Provincial Committee.

SQUADRON LIAISON SPONSORING COMMITTEE

One of the responsibilities of the Sponsoring Committee is to see that the Squadron is conducted in accordance with League and DND Rules and Regulations. In order to do this, members of the Sponsoring Committee should visit the Squadron as frequently as possible during training periods.

During these visits, sponsoring committee members can use the following list as a guide:

1. Is the sponsoring body providing adequate financing for the needs of the Squadron not otherwise covered by DND?
2. Are the training quarters suitable?
3. Is the Squadron enrolling boys and girls of good qualifications as Air Cadets?
4. Could the Squadron start an Air Cadet Band?
5. Can the Sponsoring Body provide trophies and other special inducements for proficiency?
6. Does the Squadron need help in obtaining the services of highly qualified officers and instructors?
7. Could a Ladies Auxiliary or Parents Committee be set up to help the Squadron?