

TERMS OF REFERENCE
CADET COMPANY / SQUADRON SERGEANT-MAJOR (CSM/SSM)
ROYAL CANADIAN ARMY CADET CORPS

1. The Cadet Company/Battery Sergeant Major is responsible to the CO for the performance of all duties, but will normally be supervised by the Cadet Regimental Sergeant Major in most routine matters. The Cadet CSM/SSM is closely involved in monitoring, advising and providing assistance to the Platoon/Troop Warrant Officers and other Cadet Senior NCOs. The CSM/SSM has a direct interest in supervising cadets assigned to Corps HQ and in maintaining the good order and cleanliness of the Corps Offices and other facilities. In the Field the CSM/SSM plays a key roll in the establishment and operation of the Field HQ.

2. The responsibilities of the CSM/SSM include:

- a. supervising the daily routine throughout the Corps with particular emphasis on ensuring the cadet LHQ offices are maintained in good order;
- b. assisting the Administration Officer in the establishment, operation and security of the Corps in the Field;
- c. in garrison or the field, supervising the issue of any cadet meals or rations to ensure all cadets are adequately fed.
- d. in the field, monitoring supplies and rations within the Corps and expediting replenishment when necessary;
- e. supervising the Cadet CQMs, Cadet Clerk, Cadet Training NCO, and other cadets assigned to the Corps HQ.

3. The CSM/SSM will;

- a. set a high standard in Dress, Deportment and Behaviour;
- b. correctly form all Corps parades and turn these over to the Cadet RSM
- c. train and supervise the Corps flag party;
- d. train and supervise the Corps Drill team;
- e. gather and review parade states (attendance rolls) to ensure their accuracy and pass these on to the Cadet RSM;
- f. advise the Cadet RSM on the matter of the progress and performance of Cadet WOs and NCMs, making recommendations on suitability for advancement or awards; and,
- g. assume the duties of the Cadet RSM if required to do so.