

**TERMS OF REFERENCE  
CADET PLATOON (TROOP) WARRANT OFFICER  
ROYAL CANADIAN ARMY CADET CORPS**

1. The Cadet Platoon/Troop Warrant Officer (WO) has the same administrative responsibilities for the troop as the RSM/BSM has for the Corps. The Platoon/Troop WO is both a confidant and special advisor to the Platoon/Troop Commander in matters concerning the Cadets in the Platoon/Troop. The Platoon/Troop WO is always informed of the overall plan and timings and is fully capable of leading the Platoon/Troop during the absence of the Platoon/Troop Commander.

2. The Platoon/Troop Warrant Officer is responsible for;

- a. knowing the general plan for any Corps activity and the specific plan for Platoon/Troop activities;
- b. providing Platoon/Troop level drill, assisting and advising the Platoon/Troop Commander in the supervising of the cadets, behavior correction and training;
- c. assisting the Platoon/Troop Commander with interviews and directly supervising the Platoon/Troop in the absence of the Platoon/Troop Commander;
- d. training and supervising the Section Commanders; and,
- e. perform all other duties as assigned by the Platoon/Troop Commander.

3. The Platoon/Troop Warrant Officer will;

- a. Take the attendance at all troop functions and provide the appropriate written report to the Cadet RSM/BSM;
- b. attend O Groups when invited and take notes as appropriate;
- c. teach lessons as assigned; ensure that the platoon is well trained in Platoon/Troop Drill;
- d. assume duties of providing supervision Platoon/Troop in the absence of the Platoon/Troop Commander;
- e. maintain a record of appropriate personal information on each Section Commander;
- f. provide advise to the Section Commanders on the conduct of their duties;
- g. where possible, lead (or act as Team Captain for) Corps Teams such as Marksmanship, Biathlon, First Aid, Orienteering; and,
- h. encourage the cadets of the platoon/troop to attend regularly and motivating them to strive for excellence in all their efforts and activities.