



**Air Cadet League of Canada
British Columbia Provincial Committee**

SSC Roles and Responsibilities



Topics



Squadron Sponsoring Committees

- Purpose
- Board Responsibilities
- Governing Documents
- The Directors
- Executive Committee
- Avoiding/Resolving Disputes
- Committees
- Measuring Performance



The Squadron Sponsoring Committee



Purpose of the Board:

- To focus on the direction and goals of the Squadron Sponsoring Committee.
- To financially support the squadron,
- To provide facilities,
- To manage the administrative duties of the SSC,
- To share key information about planned activities to the CO, Cadets and parents.



The Governing Documents



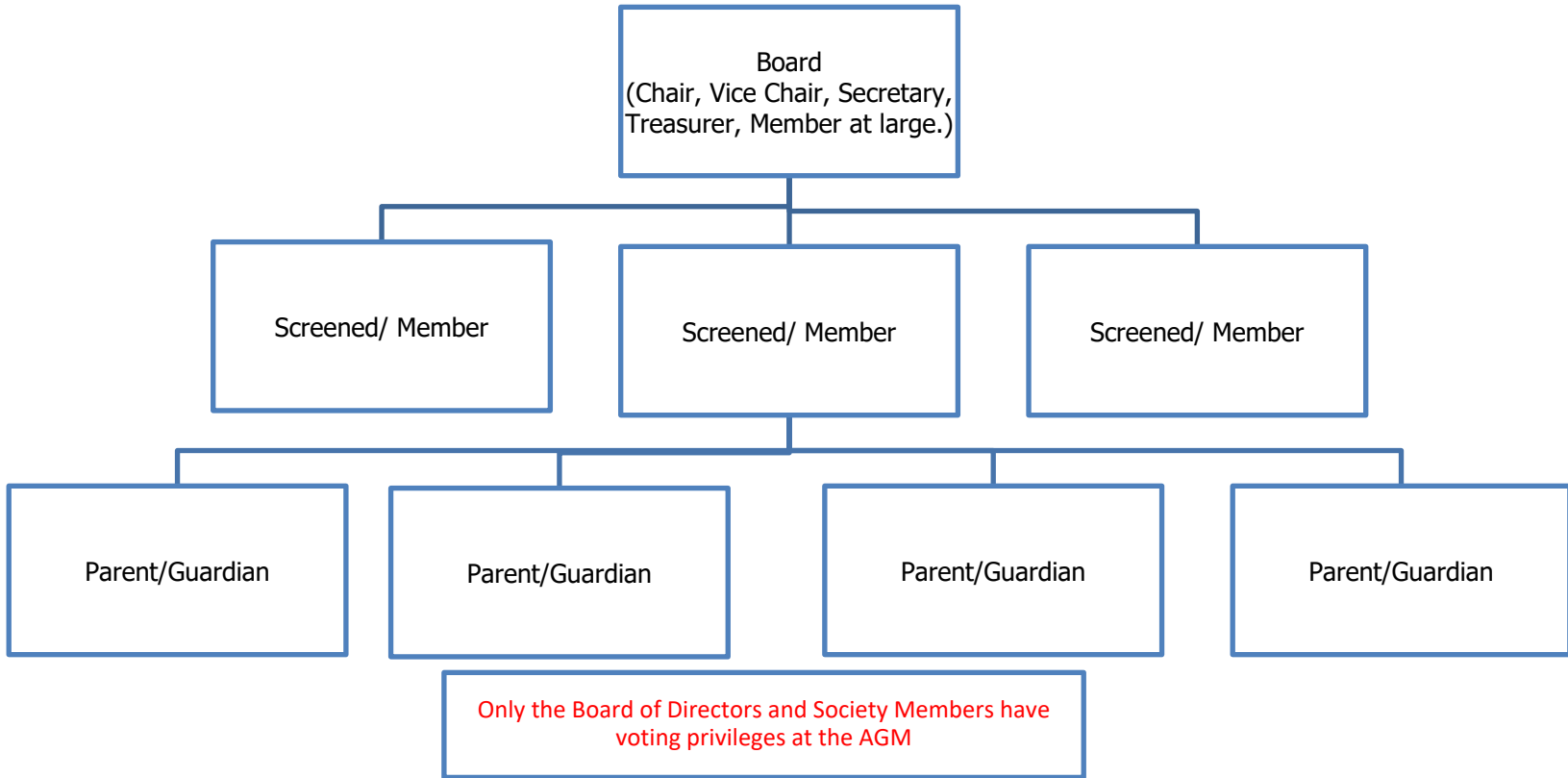
The Tools of Governance:

- The Constitution
- The By laws
- Policies and Procedures
- Budget for the Current Year

These key tools will assist with the day to day management of the Society.



Organizational Chart





The Responsibilities of the Board



- Manage the society's resources.
- Liaise with the CO to enhance cadet activities.
- Promote the cadet program through:
 - Recruiting drives (if applicable)
 - Retention awareness
- Help with the recruiting of new members
- Assess and measure the Squadron Sponsoring committee's performance



The Directors of the Society



- The Directors of the society each have special duties described in the bylaws.
- In many societies, the Directors make up an “Executive Committee” (commonly referred to as Board of Directors or the Board).



The Role of the Chair



- As an elected director of the society the Chair is the Spokesperson for the Society.
- Presides over all meetings or delegates an elected Director to do so.
- Liaises with the Commanding Officer.
- Ensures all members understand their roles.
- Appoints committees in accordance with the bylaws.
- Reports to the BCPC through the League Representative.



The Role of the Vice Chair



- Serves in the absence of the Chair.
- Performs such duties as is identified in the bylaws or is assigned by the chair.
- Assumes the responsibilities of the Screening Coordinator for the society.
- Maintains an ongoing and current record of screened members in their Society.

NOTE: Screening Coordinators must be directors of the Society.



The Role of the Secretary



- Ensures all corporate records, except financial records, are sent where required, when required.
 - Squadron Information sheet (Sent to BCPC Office)
 - Newsletters (distribution)
 - The completed Form 11 (Sent to the Registrar of Societies.)
- Records meeting minutes, includes AGM.
- Prepares for and notifies members of the date of the Society's Annual General Meeting.
- Performs such duties as is identified in the bylaws or is assigned by the Chair.



The Role of the Treasurer



- Oversees all funds and financial records.
- Prepares an annual budget for approval.
- Keeps records of all income and expenses and prepares monthly financial statements.
- Responsible for filing financial documents required by the Air Cadet League of Canada (BC Committee) Revenue Canada and the Registrar of Societies where needed, when needed.

(ACC9, T3010, BCPC Assessment)



Role of the Past Chair



- Adds continuity to the board, especially during transition.
- Assists the elected Chair as needed.
- Often chairs the nominating Committee during elections. (In the absence of a past chair, this responsibility can also be appointed to a director or the BC League Representative.



Role of the Member -at- large



- Members-at-Large assist the Board of Directors with tasks in the general responsibilities of the society.
- A Member-at-large regularly oversees Sub-Committees in the Society.



The Executive Committee



- This committee is comprised of the Chair, Vice Chair, Secretary, Treasurer and Member or Past Chair.
- Is authorized by the constitution and bylaws through incorporation.
- Are authorized to conduct important business of the Society as issues arise and with short notice.
- Annually reports to the members of the Society.
- Maintains a succession plan for all executive members.



The Role of the Member



- Elects the Executive Committee/ Board of Directors at the AGM
- The Members assist the BOD with tasks in the general responsibilities of the society.
- Can be appointed to sub-committees.
- Reports to the BOD (Executive)



Committees



- Most organizations utilize committees.
 - Recruiting and Registration - Special Events
 - Fund Raising (Tag Day Coordinator) - Public Relations
 - Effective Speaking – Parent Phoning
- They help the board get work done.
- They assist the board by identifying potential leaders.
- Report to the BOD through the Member at Large



Avoiding/Resolving Disputes



- **The Root Cause of most Disputes:**

Communication, Communication, Communication

Remember : **We are all Volunteers!**

- **Dealing with Positions of conflict**
- **Chains of Command**
- **Put it in writing**

Remember this:

The Air Cadet League of Canada and our partners, The Department of National Defence is dedicated and committed to preserving the good and welfare of every cadet and the delivery of the Air Cadet program to the youth of Canada.

It is only through working together for the collective, at every level of the partnership and not for the benefit of select individuals or groups that this will be accomplished.



Measuring Performance



“How are we Succeeding?”

- SSC's are ranked in Gold/Silver/or Bronze Level.
- A Squadron Sponsoring Committee's performance is assessed on the successful completion of BC Provincial Committee requirements such as:
 - Administration (Submitting Societies Minutes)
 - Communication (Chair and CO)
 - Financial obligations (Filing of: ACC9, Assessment Paid, Completion of Form 11 and AGM Minutes)
 - Visit Reports
 - Annual Ceremonial Review.



Thank you for serving



- **Your experience should be a positive one.**
- **The board is the caretaker of the organization.**
- **The board speaks as a whole, no board member should have more input or authority than others.**
- **Always ask questions as they arise.**
- **Your League Rep is your first line of contact for information or direction.**

***Thank You for volunteering as a
member of the Society!***