

## **THE NAVY LEAGUE OF CANADA ONTARIO DIVISION.**

### **SQUADRON - TERMS OF REFERENCE**

#### **1.0 DEFINITION**

- 1.1 A squadron is a group of Navy League Cadet Corps within a specific geographical boundary.
- 1.2 One Divisional Squadron Officer - DSO (Area Officer) will normally be appointed to each Squadron for the purpose of inspecting, supervising and co-ordinating activities.
- 1.3 Squadron composition, geographic boundaries and the appointment of the DSO will be at the discretion of the Vice President Navy League Cadets Ontario Division and the committee.

#### **2.0 PURPOSE**

- 2.1 The purpose of the squadron is to unite as a forum for communicating to the member corps the Division's and National's policies. The squadron further provides a communication avenue for these corps to the Division through their Area Officer.

#### **3.0 SIZE OF SQUADRONS**

- 3.1 Each squadron will normally consist of a maximum of five corps with four being the preferred complement.
- 3.2 Each squadron will have one DSO appointed to it.

#### **4.0 AREA OFFICER**

- 4.1 The Area Officer will exercise their appointment within the guidelines of the Terms of Reference (ODI 2001).
- 4.2 The Area Officer will assume the traditional role as that of an inspector, closely relating and interpreting the Navy League policies. This individual will be regarded as the Senior Officer, regardless of rank. They will also be responsible for the day to day running of the Squadrons from a competition standpoint and for assisting in training related matters.
- 4.3 Other Area Officers may be appointed at the discretion of the Vice President Navy League Cadets, to whatever tasks are deemed fitting.

## **5.0 COMPETITIONS AND ACTIVITIES.**

- 5.1 Co-ordinating of competitions and inter-corps activities will be the responsibility of the Area Officer.
- 5.2 Competitions will be conducted in accordance with the General Rules governing competitions (ODI 2302).
- 5.3 Participation in squadron competitions and activities will be on a non-compulsory basis subject to the approval of each Branch. Points or marks will not be given however if a corps does not participate.

## **6.0 MEETINGS**

- 6.1 Periodic meetings should be held for each squadron as the need arises or as determined by the Area Officer.
- 6.2 The Commanding Officer and the Executive Officer from each corps will attend the meetings as their Corps representatives.
- 6.3 The Area Officer will chair the meeting and take the minutes and distribute the minutes to each Corps and the Division following the meeting.
- 6.4 A general meeting shall be held once a year in advance of the new training year to discuss and set the coming year=s competition hosting, scheduling and to establish participation fees. A representative from each Branch who has the authority to authorize hosting, dates and fee should attend.

## **7.0 FINANCIAL**

- 7.1 Competition fees are set in advance of the commencement of the training year, for crediting towards each squadron account.
- 7.2 An accounting of squadron funds shall be provided to each Branch by the Area Officer on request.

## **8.0 SQUADRON NAME**

- 8.1 It is up to each squadron to select a suitable name for their squadron.
- 8.2 The name selected for each squadron must be:
  - 8.2.1 Canadian
  - 8.2.2 Naval in origin if possible
- 8.3 The name selected for each squadron is subject to the approval of the Vice President, Navy League Cadets, Ontario Division.