



INTRODUCTION

This administration manual has been compiled to provide members of the Air Cadet League of Canada, Saskatchewan Provincial Committee as a resource document on the structure and activities of the Provincial Committee.

The manual contains terms of reference for the various offices and committees as well as any policies, procedures or guidelines to assist members in carrying out their duties, responsibilities and to help understand the role of our members, our DND partners and the interrelationship of our two organizations.

Copies of this manual have been supplied to each member of the Saskatchewan Provincial Committee, to the Air Cadet Office and to squadron Commanding Officers. Sponsoring Chairperson and Squadrons Commanding Officers are encouraged to disseminate the information to all members of their committee and staff.

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Mission Statement

To influence the development of Saskatchewan youth to become excellent citizens, through programs which provide education, recreation, leadership skills and aviation exposure.

Vision For The Air Cadet League Saskatchewan Provincial Committee

We commit to develop in each and every Air Cadet qualities of leadership and an aspiration to become a valued member of their community. We reinforce values necessary to prepare youth to meet the challenges of tomorrow and embrace multi-cultural Saskatchewan.

To this end, we offer dynamic training in a supportive and efficient environment where change is a positive and essential element.

We further commit to attain this vision by living shared Canadian values with particular attention to:

LOYALTY, the expression of our collective dedication to the ideals of the Air Cadet Movement and to all its members;

PROFESSIONALISM, the accomplishment of all tasks with pride and diligence;

MUTUAL RESPECT, the treatment of others with dignity and equality; and

INTEGRITY, the courage and commitment to exemplify trust, sincerity and honesty.

Value Statement

We as members of the Air Cadet League of Canada, Saskatchewan Provincial Committee value:

- ◆ our unique program to promote and develop in Saskatchewan youth, recreation, education, discipline, leadership, self development and exposure to opportunities in aviation.
- ◆ opportunity for all Saskatchewan youth from the age of 12 to 18 inclusive regardless of economic, social, and ethnic status to participate in Air Cadets with no fee for mandatory training.
- ◆ providing a foundation for development of quality citizens and positive role models within each generation.
- ◆ the considerable volunteer contribution of the members of the Air Cadet League of Canada Saskatchewan Provincial Committee.
- ◆ the involvement and the contribution of our partners, the Department of National Defence and Canadian Forces.
- ◆ the financial support from the Saskatchewan people through Sask. Lotteries.
- ◆ the partnership of recreation programs through Saskatchewan Parks and Recreation Association.

Goals

Our goals as members of the Air Cadet League of Canada, Saskatchewan Provincial Committee are to:

- ◆ actively recruit interested motivated people for membership in the Air Cadet League Saskatchewan Provincial Committee.
- ◆ expand and enhance our recognition program for volunteer support.
- ◆ establish a public relations committee and a public relations program.
- ◆ establish a process for program development and evaluation of all provincially operated programs to maximize available resources and develop required programs to create cadets who are excellent citizens with high self esteem, positive attitude, self discipline and leadership skills.
- ◆ undertake the promotion and development of a program for studies of international affairs at the squadron level by senior Cadets.
- ◆ remain financially solvent and seek new funding sources.
- ◆ evaluate structure and terms of reference of existing committees.
- ◆ monitor the strength and viability of our squadrons.
- ◆ ensure recreation remains an important element of the Air Cadet program.
- ◆ ensure that we encourage our graduating youth to continue their growth as instructors and volunteers in our excellent program.



THE AIR CADET LEAGUE OF CANADA

SASKATCHEWAN PROVINCIAL COMMITTEE

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SECTION I - CONSTITUTION

CONSTITUTION

I. NAME:

The name of this organization shall be "The Air Cadet League of Canada, Saskatchewan Provincial Committee," hereinafter known as "The Provincial Committee."

II. OBJECT:

The object of the Provincial Committee shall be to undertake and advance, as laid down in the Rules and Regulations of the Air Cadet League of Canada, and to assist within the Province of Saskatchewan or such other boundaries agreed, the purposes of the Air Cadet League of Canada, by promoting the formation of Squadron Sponsoring Committees and squadrons of Royal Canadian Air Cadets, and by assisting and guiding such Squadron Sponsoring Committees formed or to be formed within the designated area or such other boundaries as agreed.

III. TO WHOM RESPONSIBLE:

The Saskatchewan Provincial Committee shall be responsible to the Board of Directors of the Air Cadet League of Canada.

IV. COMPOSITION:

- i. The Provincial Committee shall be made up as follows:
 - a. The Chairperson of each of the Squadron Sponsoring Committees under the jurisdiction of the Provincial Committee;
 - b. Other individuals who are elected as Directors at an Annual General Meeting of the members of the Provincial Committee, not to exceed thirty six (36) in number;
 - c. Members of the Provincial Advisory Council;
 - d. The Saskatchewan Members of the National Board of Directors of the Air Cadet League of Canada;
- ii. At each Annual General Meeting, held as hereinafter provided, elections for membership of the Saskatchewan Provincial Committee shall be conducted, and the results forwarded for the approval of the Board of Directors of The Air Cadet League of Canada. Members as elected shall be eligible for re-election from year to year;
- iii. The Provincial Committee may also accept or elect such patrons and honorary members as it may decide, such to be formally notified immediately.

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- iv. Any member may withdraw from the Provincial Committee by giving notice in writing to the Chairperson or Executive Director.
- v. *Serving members of the Canadian Forces currently connected with the Canadian Cadet program, may be invited to attend any meeting of the Provincial Committee or its subcommittees, but cannot be a member thereof, nor have voting privilege. All other members of the Canadian Forces may become members of the Saskatchewan Provincial Committee of the Air Cadet League of Canada..*

V. ANNUAL GENERAL MEETING:

- i. The Annual General Meeting of the Provincial Committee shall be held during the months of October or November for the purpose of electing the Officers and Directors of the committee, receiving reports, and the transaction of any business proper to the committee's sphere of influence.
- ii. Notice of such meetings shall be sent by mail, fax or electronic means to all members of the Provincial Committee at least thirty (30) days in advance of the date of the meeting.

VI. SPECIAL MEETINGS:

- i. A Special Meeting of the Committee may be called for the transaction of such business as may be deemed necessary or advisable.
- ii. The Chairperson of the Provincial Committee may call a Special meeting of the Committee at any time, and shall call a meeting upon receipt of a written request supported by at least ten (10) members of the Provincial Committee. Notice of such meeting shall be given within thirty (30) days of the request, setting out the time, place, date and business to be transacted.

VII. QUORUM:

Thirty Five (35) members present shall form a quorum for any Annual General Meeting or a Special Meeting of the Committee, and eleven (11) Directors present shall form a quorum for a Directors Meeting.

VIII. VOTING:

- i. Voting upon all matters brought before a meeting of the Provincial Committee shall be by show of hands of the members present, unless a vote by ballot is requested by a majority of members present, in which event the Chairperson shall direct that a vote be taken by ballot. Members holding more than one appointment will be entitled to only one vote. A majority of the votes cast shall decide any matter voted upon, except in the case of proposed amendments to this Constitution as hereinafter provided.

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- ii. A mail, fax or electronic means vote may be made by the members of the Provincial Committee entitled to vote on any matter which the Executive Committee of the Provincial Committee shall determine to require immediate action and which matter requires the ratification or approval of such members of the Provincial Committee. The Chairperson of the Provincial Committee shall present to the members, the issue or matter requiring ratification or approval of the members.
- iii. The member's vote shall be exercised in writing and the same shall be dispatched by mail, fax or electronic means within fifteen (15) days of the mailing, fax or electronic means made by or on behalf of the Provincial Chairperson.
- iv. For the purpose of voting at an Annual General Meeting or a Special Meeting of the Provincial Committee, a Squadron Sponsoring Committee Chairperson may, if unable to be personally present, give a proxy to another member of his committee who is not a CIC officer. Such proxies shall be presented in writing to the Chairperson of the meeting, prior to the meeting.
- v. In the event of an equality of vote upon any question, the resolution is lost.

NOTE: While Canadian Forces officers, including CIC officers, are not entitled to an official vote, nor hold a proxy as a squadron representative, their participation in meeting discussions is encouraged and the Chairperson may request them to express an opinion on matters being discussed, by means of a show of hands. However, only duly elected members of the Provincial Committee are authorized to vote on such matters as policy, finance and election of officers.

IX. NOMINATING COMMITTEE:

- i. The Nominating Committee shall be made up of at least three past Chairperson of the Provincial Committee. The immediate past Chairperson shall normally be the Nominating Committee Chairperson.
- ii. The responsibility of the Nominating Committee shall be to present a single slate of individuals that will form the Provincial Committee. The list shall include:
 - a) Patrons, Advisory Council members and others named to honorary positions.
 - b) the Chairmen of the Local Squadron Sponsoring Committees of Saskatchewan (general statement is sufficient); and
 - c) Individuals eligible for elections to the following positions:
 - i Provincial Chairperson
 - ii First Vice Chairperson
 - iii Second Vice Chairperson
 - iv Treasurer

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v Other Directors

- iii. Additional nominations may be made from the assembly.

X. ELECTION OF OFFICERS:

- i. At each Annual General Meeting, the Saskatchewan Provincial Committee shall elect from among its members a Chairperson, First Vice-Chairperson, Second Vice-Chairperson and a Treasurer and Other Directors.
- ii. The Officers of the Provincial Committee shall hold office for one year, or until the next Annual General Meeting, and are eligible for re-election to the office.
- iii. Elected Officers of the Saskatchewan Provincial Committee plus the Immediate Past Chairperson shall constitute the Executive Committee.

XI. DUTIES OF OFFICERS/EXECUTIVE COMMITTEE:

- i. The Chairperson shall preside at all meetings of the Provincial Committee and Board of Directors.
- ii. The first Vice-Chairperson shall assume such duties as may be assigned to him by the Chairperson, and shall act on his behalf when requested by him.
- iii. The Second Vice-Chairperson shall assume such duties as may be assigned to him by the Chairperson, and shall, act on his behalf when requested by him.
- iv. The Treasurer shall keep an accurate account of all ordinary receipts and disbursements of the Provincial Committees. The Treasurer shall submit an audited statement of the Provincial Committee's financial position at each Annual Meeting, or at such other times as may be directed by the Provincial Committee, and is required to forward a copy of same to the Air Cadet League of Canada immediately following acceptance by the Provincial Committee.
- v. The Officers shall strike the following committees:
 - a Aviation
 - b Awards
 - c Camp Saskadet
 - d Curling
 - e Effective Speaking
 - f Fund Raising
 - g Nominations
 - h Public Relations
 - i Resolutions
 - j Strategic Plan
 - k Finance
 - l Volunteer Screening

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- vi. The Chairperson of the Provincial Committee shall appoint a Chairperson for each of the standing committees. Such Chairperson's shall select additional members to serve on their respective committees and carry out such duties as provided in their Terms of Reference and as further directed by the members.
- vii. The Chairperson of the Provincial Committee shall appoint League Representative from the list of Directors and assign such duties to the League Representative as is necessary to carry out the objectives of the Air Cadet League of Canada.
- viii. Upon authorization by the Provincial Committee to employ an Executive Director, the Officers shall appoint an Executive Director and fix the terms of the appointment and remuneration, and assign such duties as may be appropriate. The Executive Director shall be responsible to the Executive Committee on an ongoing basis, and to the Provincial Chairperson on a day-to-day basis. The duties of the Executive Director shall be:
 - a To execute the directions of the Provincial Committee
 - b To manage the affairs of the Provincial Committee
 - c To manage the headquarters office of the Provincial Committee
 - d To ensure that all necessary records of proceedings are properly maintained.

XII. FINANCIAL CONTROL:

- i. The Treasurer will maintain, in the name of the Provincial Committee, an account in a chartered bank. All moneys received by the Provincial Committee will be deposited in the appropriate account. All subsequent Provincial Committee disbursements will be made by cheque.
- ii. **SIGNING OFFICERS** - All documents, cheques, etc., concerning bank withdrawals, investments, borrowing, or other financial matters will be signed on behalf of the Provincial Committee by those members designated for this purpose by the Board of Directors.
- iii. An audit of the accounts of the Provincial Committee, including examination of all vouchers, documents, securities, etc., shall be carried out immediately following the end of the fiscal year, and at such other times as may be desirable. The audit will be carried out by an auditor of appropriate qualifications appointed by resolution at the Annual General Meeting; alternatively, an audit committee may be appointed by the Board of Directors. At each Annual General Meeting, a financial report shall be presented, of which the audit report will form a part.
- iv. **REIMBURSEMENT OF EXPENSES** Director travel and other expenses incurred on behalf of the Provincial Committee may be reimbursed in accordance with regulations and policies approved by the Board of Directors.

XIII. BOARD OF DIRECTORS:

- i. The Board of Directors shall be composed of:
 - a Chairperson

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- b First Vice-Chairperson
 - c Second Vice-Chairperson
 - d Immediate Past-Chairperson
 - e Treasurers, and
 - f Other Directors
- ii. The Board of Directors shall hold meetings from time to time at the call of the Provincial Chairperson, notice being given of all such meetings.
 - iii. The Executive Committee, by unanimous agreement, and with the concurrence of the majority of the Nominating Committee may suspend or terminate the membership of any Director, or any person associated with the League, whose actions and/or conduct is considered incompatible with the objectives of the Air Cadet League. The member so affected has the right of appeal and final disposition of the matter will be made at the Annual General Meeting.
 - iv. When a vacancy occurs in the Board of Directors during the term of office due to resignation or dismissal, the Executive Committee may, with the concurrence of the Nominating Committee, select a Director to serve for the balance of the current term.

XIV. MEMBERSHIP FEES

The Board of Directors may recommend the establishment of an annual membership fee which shall be approved at an Annual General Meeting of the Provincial Committee.

XV. FISCAL YEAR

The fiscal year of the Provincial Committee shall end on August 31 of each year.

XVI. DUTIES OF LEAGUE REPRESENTATIVE:

- i. The League Representative is the liaison between the squadron, its Squadron Sponsoring Committee and the Provincial Committee.
- ii. The League Representative will work in close cooperation with the Zone Training Officers other visiting Canadian Forces Officers as they carry out their required assignments. However, the League Representative will be primarily responsible for matters affecting the civilian side of the partnership and for dealings with the local Squadron Sponsoring Committee(s).
- iii. The League Representative shall not hold office in a Squadron Sponsoring Committee. Exceptions may be authorized by the Provincial Chairperson where, in a given community, there may be a shortage of qualified and/or interested personnel.

XVII. THE PROVINCIAL ADVISORY COUNCIL

- i. There shall be a Provincial Advisory Council consisting of Past Chairpersons of the Provincial Committee.

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- ii. The Immediate Past Chairperson of the Provincial Committee shall act as Chairperson of the Advisory Council.
- iii. The duties of the Advisory Council shall be to advise and assist the Board of Directors and the Executive Committee as and when requested..

XVIII. NOMINATION TO THE NATIONAL BOARD OF DIRECTORS:

- i. Following each Annual General Meeting, the Officers and the Advisory council shall meet for the purpose of nominating from among their members, the required number of directors to represent Saskatchewan on the National Board of Directors.

XIX. SQUADRON SPONSORING COMMITTEES:

- i. A Squadron Sponsoring Committee is defined as any group of persons who have undertaken the sponsorship of a squadron of Royal Canadian Air Cadets within the conditions laid down by the Air Cadet League of Canada and with the approval and under the authority of the Canadian Forces.
- ii. The provisions of bylaws of the Air Cadet League of Canada will govern Squadron Sponsoring Committees.
- iii. The Board of Directors has the authority to recommend the suspension of any Squadron Sponsoring Committee:
 - a which after all reasonable corrective efforts have been taken by the Provincial Committee, is deemed to be not living up to its responsibilities to the squadron; or
 - b for any other reasons considered detrimental to the proper functioning of the squadron.
- iv. The Board of Directors has the authority to recommend the withdrawal of the league's recognition of a local committee to the President of the Air Cadet League of Canada. Any action taken by the President in this regard shall be effective unless not ratified at the next meeting of the National Executive Committee.

XX. AMENDMENTS:

- i. The members of the Provincial Committee may from time to time repeal, amend, or reenact any of these articles concerning the management of the assets, affairs, organization and/or administration of the Provincial Committee;
- ii. Any such repeals, amendments or re-enactment's of these articles will not become effective unless ratified by a two thirds (2/3) vote of the members at an Annual or Special Meeting convened for this purpose. Provided further that no such repeal, amendment or re-enactment shall be enforced or acted upon until the approval of the Board of Directors of the Air Cadet League of Canada has been obtained;
- iii. The notice of an Annual or Special Meeting will include the text of the proposed amendment, which will be attached thereto;

SECTION I - CONSTITUTION

- iv. Any such amendment or re-enactment presented by the Board of Directors to an Annual or Special Meeting may, at the option of the members present, be circulated for approval by mail, fax or electronic means vote. Replies from sixty percent (60%) of the members polled will constitute an official vote, and two thirds (2/3) of these must be affirmative if the proposed amendment is to be passed.

CONSTITUTION ADOPTED AT THE ANNUAL GENERAL MEETING OF THE
SASKATCHEWAN PROVINCIAL COMMITTEE October 26,1985

CONSTITUTION APPROVED BY THE BOARD OF DIRECTORS OF THE AIR CADET
LEAGUE OF CANADA November 30,1985

CONSTITUTION AS AMENDED AT THE ANNUAL GENERAL MEETING OF THE
SASKATCHEWAN PROVINCIAL COMMITTEE October 21,1995

CONSTITUTION APPROVED BY THE BOARD OF DIRECTORS OF THE AIR CADET
LEAGUE OF CANADA _____.

CONSTITUTION AS AMENDED AT THE ANNUAL GENERAL MEETING OF THE
SASKATCHEWAN PROVINCIAL COMMITTEE October 23,1999

CONSTITUTION AS AMENDED AT THE ANNUAL GENERAL MEETING OF THE
SASKATCHEWAN PROVINCIAL COMMITTEE October 27, 2001.

CONSTITUTION AS AMENDED AT THE ANNUAL GENERAL MEETING OF THE
SASKATCHEWAN PROVINCIAL COMMITTEE October 24, 2009.

CONSTITUTION AS AMENDED AT THE ANNUAL GENERAL MEETING OF THE
SASKATCHEWAN PROVINCIAL COMMITTEE October 27, 2012.

CONSTITUTION AS AMENDED AT THE ANNUAL GENERAL MEETING OF THE
SASKATCHEWAN PROVINCIAL COMMITTEE October 27, 2018.



THE AIR CADET LEAGUE OF CANADA

SASKATCHEWAN PROVINCIAL COMMITTEE

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Section II - BOARD OF DIRECTORS

CHAIRPERSON

TERMS OF REFERENCE

APPOINTMENT:

The Chairperson of Saskatchewan Provincial Committee shall be elected annually at the Saskatchewan Provincial Committee Annual General Meeting.

DUTIES AND RESPONSIBILITIES:

The Provincial Chairperson shall:

- a) preside at all meetings of the Saskatchewan Provincial Committee, the Board of Directors and Executive Committee;
- b) appoint standing committee chairperson;
- c) assign League Representative duties to elected Directors;
- d) exercise signing officer responsibilities as required on behalf of the Provincial Committee;
- e) approved payment of such travel expense claims and other expenses in accordance with approved policies and budget limitations;
- f) maintain liaison with National League Headquarters, Canadian Armed Forces Directors, Detachment Commander and Area Cadet Office staff; J3 Officer in Charge (Central Prairie Area), Regional Cadet Support Unit (Northwest), J#3 RSO Zone Training Officer.
- g) maintain effective communications with all members of the provincial committee, and
- h) implement such initiatives and exercise such authority as may be required to maintain the Objectives Rules and Regulations of the Air Cadet League of Canada.

Section II - BOARD OF DIRECTORS

1ST VICE CHAIRPERSON

TERMS OF REFERENCE

APPOINTMENT:

The 1st Vice Chairperson of Saskatchewan Provincial Committee shall be elected annually at the Saskatchewan Provincial Committee Annual General Meeting.

DUTIES AND RESPONSIBILITIES:

The 1st Vice Chairperson shall:

- a) serve as a member of the Executive Committee;
- b) serve as chairperson of a standing committee;
- c) assume such duties as may be assigned by the chairperson; and
- d) act on behalf of the Chairperson when requested to do so by him.

2ND VICE CHAIRPERSON

TERMS OF REFERENCE

APPOINTMENT:

The 2nd Vice Chairperson of Saskatchewan Provincial Committee shall be elected annually at the Saskatchewan Provincial Committee Annual General Meeting

DUTIES AND RESPONSIBILITIES:

The 2nd Vice Chairperson shall:

- a) serve as a member of the Executive Committee;
- b) serve as chairperson of a standing committee;
- c) assume such duties as may be assigned by the Chairperson; and
- d) act on behalf of the Chairperson when requested to do so by him.

Section II - BOARD OF DIRECTORS

TREASURER

TERMS OF REFERENCE

APPOINTMENT

The Treasurer of Saskatchewan Provincial Committee shall be elected annually at the Saskatchewan Provincial Committee Annual General Meeting

DUTIES AND RESPONSIBILITIES

The Treasurer shall assume responsibility for the financial affairs of the Saskatchewan Provincial Committee and shall;

- a) serve as a signing officer for the Provincial Committee;
- b) serve as a member of the Executive Committee;
- c) prepare financial policy and procedure for approval by the Executive Committee;
- d) oversee the preparation and distribution of financial audits;
- e) assist in the preparation of the annual budget;
- f) prepare monthly financial reports to the Executive Committee and Board of Directors;
- g) ensure the Board financial policies are followed;
- h) issue such charitable donations as may be required; and
- i) Chair the Financial Committee.

Section II - BOARD OF DIRECTORS

DIRECTORS

TERMS OF REFERENCE

APPOINTMENT

The Directors of Saskatchewan Provincial Committee shall be elected annually at the Saskatchewan Provincial Committee Annual General Meeting. The maximum number of Directors shall not exceed 36.

DUTIES AND RESPONSIBILITIES

The Directors of the Provincial Committee are members of the Board of Directors, which shall be responsible for the conduct of business of the Provincial Committee. The Board of Directors shall:

- a) develop policies and procedures for the conduct of committee business;
- b) develop strategic planning for the achievement of League objectives;
- c) Ensure financial stability of the Provincial Committee and any of its ancillary operations.

Each Director is responsible for:

- ◆ Keeping informed on all aspects of the Provincial and Cadet activities.
- ◆ attending all meetings of the Board of Directors;
- ◆ participating in the decision making process of the Board;
- ◆ assuming assigned responsibilities and carrying out such tasks promptly and effectively;
- ◆ projecting a positive image of the Air Cadet League to the committee and general public;
- ◆ representing the League at public functions.
- ◆ maintain a close liaison with the DND personnel involved with the squadron.

**Section II - BOARD OF DIRECTORS
IMMEDIATE PAST CHAIRPERSON**

TERMS OF REFERENCE

APPOINTMENT:

The Immediate Past Chairperson of Saskatchewan Provincial Committee shall be elected at the Annual Meeting of the Saskatchewan Provincial Committee.

DUTIES AND RESPONSIBILITIES:

The Immediate Past Chairperson shall:

- a) serve as a member of the Executive Committee;
- b) serve as Chairperson of the Advisory Council;
- c) serve as Chairperson of the Nominating Committee; and
- d) serve as a member of the awards committee;
- e) assume such other duties as may be assigned by the Chairperson.

Section II - BOARD OF DIRECTORS

ADVISORY COUNCIL

TERMS OF REFERENCE

APPOINTMENT

Members to the Provincial Advisory Council shall be named at each annual meeting and shall consist of;

- ◆ A Chairperson - the Immediate Past Provincial Chairperson;
- ◆ Past Provincial Chairpersons.

DUTIES AND RESPONSIBILITIES

The Advisory Council shall:

- ◆ advise and assist the Board of Directors and Executive Committee as and when requested.
- ◆ provide members to serve on the nomination committee; and
- ◆ carry out such other tasks as requested by the Board of Directors, or Executive Committee

Section II - BOARD OF DIRECTORS

HONORARY MEMBERS

TERMS OF REFERENCE

APPOINTMENT

- ◆ Honorary Members shall be named at each annual meeting.

DUTIES AND RESPONSIBILITIES

- ◆ advise and assist the Board of Directors and Executive Committee as and when requested.
- ◆ carry out such other tasks as requested by the Board of Directors, or Executive Committee



THE AIR CADET LEAGUE OF CANADA

SASKATCHEWAN PROVINCIAL COMMITTEE

EMPLOYMENT POLICY

SECTION III

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EXECUTIVE DIRECTOR

TERMS OF REFERENCE

APPOINTMENT

Upon authorization of the Provincial Committee, the Executive Committee shall appoint an Executive Director.

The Executive Committee shall fix the terms of appointment, the remuneration and assign such duties as may be appropriate.

DUTIES AND RESPONSIBILITIES

- a) The Executive Director shall be responsible to the Executive Committee on an on-going basis, and to the Chairperson on a day-to-day basis.
- b) The Executive Director shall execute the directions of the Provincial Committee.
- c) The Executive Director shall manage the affairs of the Provincial Committee.
- d) The Executive Director shall manage the headquarters office of the Provincial Committee.
- e) The Executive Director shall ensure that all necessary records of proceedings are properly maintained.

OPERATING PROCEDURES

The Executive Director will:

- a) action correspondence.
- b) maintain a liaison with the Canadian Forces through Cadet Detachment, Regina
- c) assist the Provincial Chairperson in monitoring and checking application forms for special summer activities
- d) attend all meetings as directed by the Provincial Chairperson
- e) assist in fund raising for the operation of the Saskatchewan Provincial Committee
- f) act as resource person to all committees of the Provincial Committee
- g) assist in the exchange visit program.
- h) At the direction of the Provincial Chairperson, the Executive Director shall assist in the preparation of the Annual Report and organization of the Annual General Meeting
- i) The Executive Director shall be the custodian of trophies, awards and other properties of the Saskatchewan Provincial Committee.
- j) The Executive Director will handle public relations and publicity of the Air Cadet programs and events on the provincial level. Also releases, etc., for the purpose of developing a history of the Saskatchewan Air Cadet League
- k) The Executive Director will assist in the organization and formation of new squadrons.
- l) The Executive Director shall carry out such other duties which are directed to him by the Provincial Chairperson.

CAMP CUSTODIAN

TERM OF REFERENCE

GENERAL

The Camp Custodian shall be responsible to the Camp Saskadet Committee for the day-to-day operation of Camp Saskadet. The Camp Custodian shall have authority to enforce such rules and regulations, as may be issued by the Committee, in accordance with approved policies and procedures.

ADMINISTRATION

Reporting to the Chairperson Saskadet Committee, the Camp Custodian shall:

- a) maintain liaison with the Executive Director for administrative support;
- b) maintain a camp user list and camp attendance register;
- c) maintain a log of daily camp activities, which may include:
 - ◆ squadron bookings
 - ◆ cancellations
 - ◆ attendance statistics: officers , volunteers, and cadets
 - ◆ program activities
 - ◆ user recommendations
 - ◆ other pertinent or unusual occurrences.
- d) obtain prior approval from the Chairperson for every purchase of equipment, supplies or services;
- e) brief each user group upon arrival on camp rules and regulations, in accordance with current policy and approved procedures.
- f) coordinate the allocation of available resources to user groups on an equitable basis;
- g) issues stores and equipment as required by user groups, ensuring all issues are signed for and returned in a clean and serviceable condition prior to departure.
- h) conduct periodic checks to ensure camp rules and proper operating procedures are being adhered.

SECURITY

The Camp Custodian is responsible for the security and control of all equipment and supplies and shall:

- a) make security checks of all buildings daily;
- b) report to the Chairperson any security violations, vandalism or major defects and initiate any action as directed.
- c) perform inventory checks as required.
- d) conduct a camp check accompanied by the Squadron Officer in charge before and after camp use.

PLANT MAINTENANCE AND GROUNDS

The Camp Custodian is responsible for the maintenance of building, equipment and ground and shall:

- a) ensure all equipment is kept in operational order;
- b) establish a preventative maintenance schedule for plant and equipment;
- c) report any major repair requirement to the Chairperson;
- d) make prescribed checks of heating plants and ensure they are in safe operating condition;
- e) make prescribed checks of pump house and water lines to ensure they are in good operating condition and drain waterlines as required;
- f) ensure sufficient fuel is available for heating plants and equipment operation;
- g) empty septic tanks as required;
- h) ensure all buildings are kept in a clean, safe and sanitary condition and that user groups complete the necessary clean-up prior to departure;
- i) report any damages to the Squadron Officer in charge of the user group and advise the Chairperson;
- j) make recommendations to the Committee for the purchase of any repairs or equipment requirements;
- k) carry out health and sanitation inspections in accordance with provincial statutes; and
- l) forward water samples to the Provincial Laboratories in Regina as required.

PARTNERSHIP FOR EXCELLENCE

Development Plan Guidelines

1. EXPECTATIONS:

The purpose of this section is to briefly describe the executive's expectations of employees as they perform their role. The expectations of its employees must be added to this list. These expectations can be used to assist people in determining where they need to develop. Air Cadet League values are the foundation for the expectations.

Air Cadet League values are :

- **Loyalty**
 - **Professionalism**
 - **Integrity**
 - **Open Communication**
 - **Teamwork**
 - **Excellence - In Everything We Do**
- **Core Expectations**
 - Treat all people with courtesy and respect
 - Jointly develop career and development plans.
 - Jointly develop objectives and track results.
 - Provide on-the-job training.
 - Engage in joint problem-solving activities to improve performance.
 - Actively listen, observe and ask helpful questions.
 - Provide and set a good example.
 - Share knowledge and expertise with the team.
 - **Communication Expectations**
 - Communicate the organisation strategic vision to others.
 - Ensure each team member understands the team's goals.
 - Provide information on the organization's activities and business.
 - Keep employees informed about plans and procedures.
 - Make yourself available to team members, both as an individual and as a member of a group, on a high priority basis.
 - **Performance Management Expectations**
 - Provide recognition and praise for achievements and jobs that are well done.
 - Acknowledge special efforts on project work or work that has been completed.
 - Provide prompt feedback on an employee's performance and the results that have been achieved.
 - Where appropriate provide praise in public; provide constructive criticism in private.
 - Interact honestly with team members regarding their performance.
 - **Career Development Expectations**
 - Recommend career development workshops and courses.
 - Assign new projects or tasks that encourage and challenge the employee.
 - Encourage and support an employee's further development outside of work.
 - Provide orientation to new tasks or jobs.
 - **Coaching Expectations**
 - Give suggestions on enhancing contribution to teamwork.
 - Where appropriate involve employees in priority setting.
 - Recognize individual differences among team members and provide appropriate coaching.
 - Adjust your coaching style to specific situations.
 - Encourage team members to solve their own problems and/or help employees solve work related problems and remove roadblocks.
 - Invite team members to make suggestions regarding team goals and objectives.
 - Strive to assure team members understand, respect and support one another.

PARTNERSHIP FOR EXCELLENCE
Development Plan Guidelines

2. DEVELOPMENT PLAN:

Planning Your Development:

Development is a vital part of performance. Development plans can be one to three years in scope and should include a reasonable number of development categories and activities that correspond to the established time period. Each of us is responsible for our own career and personal development. At the same time, managers are responsible for helping employees to develop needed skills, enhance existing skills and acquire knowledge.

PROCESS: The manager and the employee will jointly participate in creating and implementing a Career and Development Plan:

- manager and employee discuss what should go into the Career and Development Plan, including feedback from the Performance Review and the development work sheet.
- manager and employee agree on the priority (high, medium or low) of the development categories in the areas applicable to the individual employee and the employee's role.
- employee fills out the Career and Development Plan.
- manager and employee discuss the plan and agree on the parts that are feasible.
- manager and employee periodically review the progress of the Career and Development Plan.

To identify what you need and want to learn, consider the following:

- your job performance - do you have difficulty with parts of your job now?
- what areas did you and your manager identify as priorities?
- expected changes - are there new responsibilities, systems, or equipment you need to learn?
- your career interests - what job do you want in the future? What do you need to get there?
- expectations (see page one)

Time and budgets usually limit the number of development opportunities you can take each year, so it is important to set priorities and to take into account the following:

- knowledge and skills needed for your job now.
- broader skills you can use for your present job.
- expansion of your present job duties.
- education for future jobs.
- personal development you may apply now or in the future.

Examples of Development Activities:

Formal Education:	Out-of-Hours Education Post-Secondary Diploma Programs Degree Programs	At-Work Experience:	Expanded Responsibilities Special Projects Programs Special Task Forces
Interactive Courses:	Laser Disk Training Computer-Based Seminars Courses/Workshops	Personal Development:	Corporate Committees Champion Role On the Job Training Community Activities Self-Improvement Activities
External Development:	Course Series Conferences Professional Associations Professional Conventions		Professional Reading Audio/Video Tapes Intranet or Internet

SCETION III - EMPLOYMENT POLICY

PARTNERSHIP FOR EXCELLENCE

Development Plan Worksheet

Employee Name: _____ Time frame _____
ccyy/mm/dd to ccyy/mm/dd

Instructions: Choose from the following Development categories based on agreed priorities and/or use your own categories.

Development Categories	Priority			Development Required Based on Priority & Individual Needs	Activities	Manager's Comments	Timing of Activities
	H i g h	M e d	L o w				
Interpersonal Skills Consider: Effectively interact with people and consider the needs and feelings of others; adapt your communication style to various situations.	X			e.g. Experience at public speaking.	<ul style="list-style-type: none"> • Presentations that Work course • join Toastmasters • chair monthly staff meetings 	<ul style="list-style-type: none"> • join Toastmasters 	1 st Quarter '99
Customer Focus Consider: Meet customer expectations on what we deliver (price and products) and exceed customer expectations on how we deliver (service). Understand the issues that affect customers, and take a solution and innovation-oriented approach. Develop and maintain customer loyalty.							
Leadership Consider: Mobilize others towards the advancement of a common vision.							
Job Knowledge Consider: Understand and apply the skills and knowledge that will provide internal/external customers with a competitive advantage.							

SCETION III - EMPLOYMENT POLICY

PARTNERSHIP FOR EXCELLENCE
Development Plan Worksheet

Employee Name: _____ Time frame _____
ccyy/mm/dd to ccyy/mm/dd

Instructions: Choose from the following Development categories based on agreed priorities and/or use your own categories.

Development Categories	Priority			Development Required Based on Priority & Individual Needs	Activities	Manager's Comments	Timing of Activities
	H i g h	M e d	L o w				
Results Consider: Achieving objectives and following up on results. Quality and quantity of work.							
Adaptability Consider: React and adjust positively as you adopt new ways of doing things.							
Reputation/Credibility Consider: Create a positive professional impression.							
Initiative Consider: Take action independently and go beyond the requirements of the job.							
Decision Making Consider: Individual ability to make decisions and the quality of those decisions.							
Other							
Other							

SECTION III - EMPLOYMENT POLICY

Feedback:

As a manager, one of my roles is to help you develop your skills and abilities. Please comment below if there are additional things the management team can do to enable you to achieve your performance objectives and your development plan in the coming year.

3. Additional Information and Services Available

The Partnership for Excellence process is designed to translate The Air Cadet League – Saskatchewan Provincial Committee’s vision values and business plans into individual personal objectives and behaviours. It aims to help all employees understand their part in contributing to organizational goals, and in doing so, to enhance the performance and development of individual employees as well as the success of our program.

SCETION III - EMPLOYMENT POLICY

1. General Information

This form will be reviewed and revised annually.

Employee Name:	Length of time in present job:	
Job Title:		
<input type="checkbox"/> Annual	<input type="checkbox"/> New Employee	<input type="checkbox"/> Special

2. ACL – Saskatchewan Provincial Committee Values

<p>Loyalty, the expression of our collective dedication to the ideals of the Air Cadet Movement and to all its members</p> <p>Expectation: Demonstrate dedication to the spirit of the ACL ideals in all your day-to-day activities.</p>	Comments:	Mark appropriate box: <input type="checkbox"/> Demonstrates <input type="checkbox"/> Inconsistent
<p>Professionalism, the accomplishment of all tasks with pride and diligence</p> <p>Expectation: Demonstrate a professional office and disciplined approach to office management</p>	Comments:	Mark appropriate box: <input type="checkbox"/> Demonstrates <input type="checkbox"/> Inconsistent
<p>Mutual Respect, the treatment of others with dignity and equality</p> <p>Expectation:</p>	Comments:	Mark appropriate box: <input type="checkbox"/> Demonstrates <input type="checkbox"/> Inconsistent
<p>Integrity, the courage and commitment to exemplify trust, sincerity and honesty</p> <p>Expectation:</p>	Comments:	Mark appropriate box: <input type="checkbox"/> Demonstrates <input type="checkbox"/> Inconsistent
<p>Open Communications</p> <p>Expectation: Use written and verbal communication to express ideas that will result in action; share information; listen to people; make decisions interactively; negotiate and resolve conflict.</p>	Comments:	Mark appropriate box: <input type="checkbox"/> Demonstrates <input type="checkbox"/> Inconsistent
Teamwork	Comments:	Mark appropriate box::

SCETION III - EMPLOYMENT POLICY

Expectation: Promote and adhere to the principles of teamwork by participating, sharing responsibility, engaging in open communication, providing mutual support and cooperating with other ACL resources.		<input type="checkbox"/> Demonstrates <input type="checkbox"/> Inconsistent
Excellence - In Everything We Do <ul style="list-style-type: none"> Excellence is serving our members by providing them timely, accurate information to enable the League to fulfil the organizational goals. Excellence is enabling every person in the ACL to live our values. Excellence is providing innovative solutions and processes that support our Cadets and Members. Excellence is working as a single team in the eyes of our Cadets. <p>Expectation: Excellence can be reflected in all your performance objectives and in the manner in which you conduct yourself to achieve those objectives.</p>		

3. Business Plan Objectives, Evaluation and Instructions

To Set Objectives:

- The manager and the employee discuss the process for setting the objectives. They develop objectives based on ACL – Saskatchewan Provincial Committee values, the employee’s role in accomplishing the unit’s business plan, and the employee’s job description.
- The employee and the manager meet again to discuss and agree upon the objectives.

To Complete the Performance Review:

- The manager provides feedback and coaches the employee on an ongoing basis as required.
- Each objective is rated individually at the year-end based on performance results and the individual’s demonstration of our organizations performance.
- The rating for each objective should be indicated by putting an X in the box beside the appropriate performance category.

The following performance objectives should incorporate Excellence in Serving our Cadets, Excellence in Business (Technological Leadership, Financial Management, and Office Administration), Organizational Effectiveness, Effectiveness Skills and Communication with our Members and Cadets.

Excellence in Serving Our Cadets Objective: Comments:	
<input type="checkbox"/> Exceptional <input type="checkbox"/> Exceeds <input type="checkbox"/> Achieved <input type="checkbox"/> Not Yet Achieved <input type="checkbox"/> Unsatisfactory	
Excellence in Business Objective: Comments:	

SECTION III - EMPLOYMENT POLICY

<input type="checkbox"/> Exceptional	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Achieved	<input type="checkbox"/> Not Yet Achieved	<input type="checkbox"/> Unsatisfactory
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Excellence in Business Objective: Comments:

<input type="checkbox"/> Exceptional	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Achieved	<input type="checkbox"/> Not Yet Achieved	<input type="checkbox"/> Unsatisfactory
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Organizational Effectiveness Objective: Comments:

<input type="checkbox"/> Exceptional	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Achieved	<input type="checkbox"/> Not Yet Achieved	<input type="checkbox"/> Unsatisfactory
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Effectiveness Skills Objective: Comments:

<input type="checkbox"/> Exceptional	<input type="checkbox"/> Exceeds	<input type="checkbox"/> Achieved	<input type="checkbox"/> Not Yet Achieved	<input type="checkbox"/> Unsatisfactory
--------------------------------------	----------------------------------	-----------------------------------	---	---

SECTION III - EMPLOYMENT POLICY

4. Overall Performance Summary

Mark an X in the appropriate category that indicates the individual's overall performance objective results and his/her demonstration of SaskTel Core Values.

Exceptional
 Exceeds
 Achieved
 Not Yet Achieved
 Unsatisfactory

5. Additional Comments

a) Employee Comments (please mark an X under yes or no)	<u>Yes</u> <u>No</u>
Do you have a clear understanding of the League's business plans and your contribution to the success of the SK Prov. Committee?	___ ___
Did you receive feedback (formal/informal) on your performance?	___ ___
Did you establish and implement a personal development plan?	___ ___

Other Comments:

b) **Manager Comments**

6. Signatures

Manager's name (please print) _____ Manager's signature _____ Date: _____ ccy/mm/dd	Employee's Signature _____ The employee's signature acknowledges that the form has been reviewed with the employee. It does not imply agreement with the content. Date: _____ ccy/mm/dd
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7. Additional Information and Services Available



THE AIR CADET LEAGUE OF CANADA

SASKATCHEWAN PROVINCIAL COMMITTEE

BOARD COMMITTEES

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SECTION IV - BOARD COMMITTEES

ADVISORY COUNCIL

TERMS OF REFERENCE

APPOINTMENT

Members to the Provincial Advisory Council shall be named at each Annual General Meeting and shall consist of;

A Chairperson - the Immediate Past Provincial Chairperson;

Past Provincial Chairpersons.

DUTIES AND RESPONSIBILITIES

The Advisory Council shall:

- ◆ advise and assist the Board of Directors and Executive Committee as and when requested.
- ◆ provide members to serve on the nomination committee; and
- ◆ carry out such other tasks as requested by the Board of Directors, or Executive Committee

SECTION IV - BOARD COMMITTEES

LEAGUE REPRESENTATIVE

TERMS OF REFERENCE AND OPERATING PROCEDURES

APPOINTMENT

The Chairperson of the Provincial Committee following the Annual General Meeting shall appoint League Representatives from a list of members.

The Chairperson of the Provincial Committee shall assign to each League Representative responsibility for specific squadrons.

DUTIES AND RESPONSIBILITIES

1. The League Representative is the liaison between the Air Cadet League, Saskatchewan Committee and the Squadron Sponsoring Committee and may advise in matters relating to sponsor's responsibilities.
2. The Chairperson of the Provincial Committee shall assign such duties and responsibilities to the League Representatives as is necessary to carry out the objectives of the Air Cadet League of Canada.
3. League Representatives shall be provided with a copy of the following:
 - ◆ Provincial Committee Constitution
 - ◆ the Air Cadet League Handbook of Information,
 - ◆ League publications,
 - ◆ Provincial Committee Administration Manual.
4. League Representatives shall maintain a file of correspondence from the Provincial and National offices.
5. League Representatives shall visit assigned squadrons as often as necessary to provide required support to the sponsoring committee, however not less than 4 visits during the year plus the annual ceremonial review.
6. Immediately following a squadron visit the League Representatives shall submit a squadron visit report to the provincial chair. The report must include potential problem areas and recommendations considered necessary to resolve the problem.

SECTION IV - BOARD COMMITTEES

7. The League Representatives may be reimbursed for travel and other expenses incurred in connection with the Provincial Committee business. League Representatives are encouraged to make a tax deductible donation to the Saskatchewan Air Cadet League in lieu of reimbursement.
8. It should be remembered at all times that the Air Cadet movement in Canada operates on the basis of a partnership between the Air Cadet League of Canada and the Canadian Armed Forces. A thorough knowledge of the foregoing instructions and the publications referred to, will enhance this partnership in the important task of youth training.
9. When visiting a squadron, the League Representative should:
 - ◆ notify the squadron Commanding Officer or Sponsoring Chairperson prior to the visit;
 - ◆ arrive on time for the parade and inspection;
 - ◆ sign the visitors register;
 - ◆ dress appropriately for the occasion;
 - ◆ participate in the squadron inspection with confidence and dignity;
 - ◆ Note the dress, shoe shines and bearing of cadets. Qualities of alertness, confidence and motivation can be observed by chatting with cadets during the inspection.
 - ◆ address the cadets following the inspection. Comments may include observations of cadet dress, department and other items or activities related to the Air Cadet movement.
 - ◆ visit training classrooms, but do not disrupt the class;
 - ◆ discuss with the Squadron Commanding Officer and Sponsoring Chairperson any concerns or matters of interest.
 - ◆ report any serious matters immediately to the Provincial Chairperson.
10. When military personnel such as Zone training Officer or other liaison officers are present during a squadron visit, the Commanding Officer should determine the inspecting party. An Zone Training Office and an League Representatives are considered to hold equal status.
11. The League Representative should encourage the sponsoring committee to participate fully in the car ticket sales, the curling competition, and other League sponsored events.

SECTION IV - BOARD COMMITTEES AVIATION COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

An Aviation Committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Aviation Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

The Aviation Committee Chairperson shall appoint members to the Provincial Aviation Committee, subject to concurrence of the Provincial Executive Committee.

DUTIES AND RESPONSIBILITIES

The Department of National Defence, through the Regional Operations Officer has command and control of the Provincial Aviation Program. However, to fulfill the partnership obligations, the Aviation Committee Chairperson and the Aviation Committee:

- ◆ may recommend to the Regional Gliding Operations Officer the establishment of gliding zones in the province.
- ◆ shall report on the program to the Provincial Executive Committee and to the Provincial Annual General Meeting.
- ◆ shall communicate with the National Aviation Committee representatives on the status of the National programs and projects.
- ◆ shall recommend for payment to the Provincial Treasurer, all aviation related expenses.
- ◆ shall consult with the Regional Operations Officer on the appointment/dismissal of CIC Officers on the Gliding Zone establishment
- ◆ shall consult on the placement of all League owned gliding equipment.
- ◆ shall budget for and arrange funding for equipment required for the Air Cadet Aviation Programs.
- ◆ shall coordinate for storage of the Air Cadet League equipment
- ◆ shall recommend the purchase and disposal of all aviation equipment to the Provincial Executive Committee.
- ◆ shall assist, when needed, the Regional Gliding Operations Officer in planning the fall and spring gliding schedules.
- ◆ shall visit the on-field operations at each gliding zone to provide visibility of the League side of the partnership and to establish a first hand knowledge of the requirements of the operations staff.

SECTION IV - BOARD COMMITTEES

AWARDS COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

Members of the Awards Committee include:

- ◆ the Provincial Chairperson;
- ◆ the Immediate Past Provincial Chairperson;
- ◆ the Executive Director (resource person only);
- ◆ military representation from the Regional Cadet Support Unit (Northwest) for military awards; and
- ◆ other members may be appointed as required.

DUTIES AND RESPONSIBILITIES

- ◆ The Awards committee shall elect a committee chairperson from it's members immediately following the Annual General Meeting.
- ◆ The Awards Committee shall meet prior to the Annual Meeting of each year to select the recipients of Provincial Awards.
- ◆ The Awards Committee shall be responsible for the organization and execution of the Annual Provincial Selection Boards to be held in February of each year.
- ◆ Prepare an awards report to be presented at the annual meeting banquet which will include a listing of awards, recipients, presenters and sponsor of the award.
- ◆ In consultation with the Advisory Council and the Executive Committee, Provincial Committee Awards may be retired or new awards added as deemed necessary.
- ◆ The sponsor of any new award shall provide the Awards Committee with specific terms and/or purpose of the award as well as appropriate criteria for the selection process.
- ◆ The Awards Committee shall endeavor to have the sponsor of each award make the presentation at the banquet or other appropriate function.

SECTION IV - BOARD COMMITTEES

CAMP SASKADET COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

The Camp Saskadet Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Camp Saskadet Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

- ◆ One member appointed by the Navy League of Saskatchewan.
- ◆ One member appointed by the Army League of Saskatchewan.
- ◆ One additional Air Cadet League Member appointed by the Saskadet Committee Chairperson.
- ◆ One member to be assigned by the Zone training Office immediately following the Provincial Annual General Meeting.

DUTIES AND RESPONSIBILITIES

The Saskadet Committee shall be responsible for the overall operation of the Camp Saskadet and as such shall:

- ◆ submit an annual operating budget and a schedule of capital expenditures for approval by the Saskatchewan Provincial Committee.
- ◆ submit to the Executive Committee statistical report.
- ◆ review the monthly financial operating statement supplied by the Provincial Treasurer.
- ◆ be the approving authority for all Saskadet expenditures within the adopted annual budget.
- ◆ recommend to the Provincial Executive Committee, the employment of a Camp Manager for Camp Saskadet.
- ◆ recommend to the Provincial Executive Committee, the terms of reference - duties and responsibilities of the Camp Custodian for Camp Saskadet.
- ◆ develop a performance appraisal process and evaluate annually performance of the Camp Custodian.
- ◆ recommend to the Provincial Executive Committee, detailed instructions for the use of Camp Saskadet.
- ◆ maintain an ongoing liaison with the Provincial Chairperson on the operation of Camp Saskadet.

SECTION IV - BOARD COMMITTEES

- ◆ report on the operation of the Camp to the Board of Directors and to the Annual General meeting.

SECTION IV - BOARD COMMITTEES

CURLING COMMITTEE

TERMS OR REFERENCE

APPOINTMENT:

A Curling Committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Curling Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

The Curling Committee Chairperson shall appoint additional members to the committee, subject to the approval of the Executive Committee, who will act as zone coordinators.

DUTIES AND RESPONSIBILITIES:

The Curling Committee will coordinate Air Cadet curling activities at the zone and provincial playdowns and shall:

- ◆ recommend geographic boundaries for curling zones so that there is an equitable distribution of squadrons within each zone.
- ◆ issue a listing of squadrons in each zone recommend rules and procedures for zone and provincial playdown.
- ◆ prepare guidelines for use by hosting squadrons;
- ◆ ensure all squadrons are provided with timely updates on the curling program;
- ◆ arrange for the purchase of trophies and distribution to zone and provincial coordinators.
- ◆ arrange for the presentation of awards and trophy's 'in consultation with the host squadron.
- ◆ prepare a detailed report of the curling playdowns for the annual report.

SECTION IV - BOARD COMMITTEES
EFFECTIVE SPEAKING COMMITTEE

TERMS OF REFERENCE

APPOINTMENT:

An Effective Speaking committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Effective Speaking Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

The Effective Speaking committee Chairperson shall appoint additional members to the committee, who will act as zone coordinators.

DUTIES AND RESPONSIBILITIES:

The Effective Speaking Committee will coordinate air cadet Effective Speaking activities at the zone and provincial levels and shall:

- ◆ recommend geographic boundaries for Effective Speaking zones so that there is an equitable distribution of squadrons within each zone.
- ◆ issue a listing of squadrons in each zone .
- ◆ recommend rules and procedures for zone and provincial competition.
- ◆ prepare guidelines for use by hosting squadrons;
- ◆ ensure all squadrons are provided with timely updates on the Effective Speaking program;
- ◆ arrange for the purchase of awards and distribution to zone and provincial coordinators.
- ◆ arrange for the presentation of awards in consultation with the host squadron.
- ◆ prepare a detailed report of the Effective Speaking competitions for the annual report.

SECTION IV - BOARD COMMITTEES

EXECUTIVE COMMITTEE

TERMS OF REFERENCE

APPOINTMENTS

Members of the Executive Committee shall be:

- ◆ Provincial Chairperson
- ◆ 1st Vice-Chairperson
- ◆ 2nd Vice-Chairperson
- ◆ Immediate Past Chairperson
- ◆ Treasurer

DUTIES AND RESPONSIBILITIES

The Executive Committee is responsible for the conduct of Provincial Committee business between meetings of the Board of Directors. The Committee shall:

- ◆ appoint Chairperson of standing committees;
- ◆ assign League Representative responsibilities;
- ◆ be the convening authority for any special or ad hoc committee;
- ◆ make recommendations to Department of National Defense on the formation, probation and disbandment of air cadet squadrons.
- ◆ maintain ongoing liaison with appropriate DND directorates.
- ◆ maintain ongoing liaison with the National President and Executive Director;
- ◆ provide guidance to the Executive Director and assign such duties as may be necessary for the conduct of Provincial Committee business;
- ◆ ensure that a performance evaluation of the Executive Director and Camp Custodian is conducted annually;
- ◆ coordinate all activities of the Provincial Committee and assign such specific duties as may be required; and organize the Annual General meeting and awards dinner of the Provincial Committee.

SECTION IV - BOARD COMMITTEES

FINANCE COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

Members of the Finance Committee include:

- ◆ the Provincial Chairperson;
- ◆ the Provincial Treasurer;
- ◆ the Executive Director (resource person only);
- ◆ two other members will be appointed.

DUTIES AND RESPONSIBILITIES

- ◆ The Finance committee's chairperson will be the Provincial Treasurer.
- ◆ The Finance Committee is responsible to select and recommend the Signing Officers for the coming year, and present the slate of Officers to the Board of Directors at the first meeting after the Annual General Meeting.
- ◆ The Finance Committee shall be responsible for the organization and execution of financial control required by the Provincial Committee and in accordance with the Constitution section XII and the **current Polices and Procedures Manual**.
- ◆ The Finance Committee shall prepare a financial budget (3 year forecast) prior to 31st of July for the approval by the Executive Committee and Board of Directors.
- ◆ The Finance Committee is responsible for the presentation of the Audited Financial Statement and the budget at the Annual General meeting.
- ◆ The Finance Committee shall recommend the appointment of the auditor for the coming year.
- ◆ The Finance Committee shall report on the status of the Leagues finances at each meeting of the Executive Committee and the Board of Directors.
- ◆ The Finance Committee shall monitor Sponsoring Committees with the requirement to submit annual statements of receipts and disbursements (ACC9) and review the returns for completeness and accuracy before forwarding to National League Headquarters.
- ◆ The Finance Committee shall periodically review existing financial policies and procedures, prepare new policies and procedures for financial management, and present them to the Executive Committee and the Board of Directors for consideration and implementation.

SECTION IV - BOARD COMMITTEES

FUND RAISING COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

The Fund Raising Committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Fund Raising Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

The Fund Raising Chairperson shall appoint additional members to the Committee, subject to the concurrence of the Executive Committee.

DUTIES AND RESPONSIBILITIES

- ◆ The Fund Raising Committee shall be responsible for developing a fund raising strategy and recommending to the Board of Directors initiatives directed towards generating revenue for the administration and operation of Provincial Committee activities.
- ◆ Such initiatives may include corporate and private donations, car draws, bingo's and other schemes deemed appropriate and not in conflict with squadron fund raising activities.
- ◆ The Committee shall:
 - ◆ develop a fund raising strategy;
 - ◆ recommend initiatives for Board approval;
 - ◆ develop a prospectus for corporate donations toward the Provincial Committee operation and Camp Saskadet;
 - ◆ appoint sub-committee Chairpersons to direct specific projects such as the car draw, etc. and
 - ◆ prepare a report for the Annual General meeting

SECTION IV - BOARD COMMITTEES

NATIONAL BOARD OF DIRECTORS

TERMS OF REFERENCE

APPOINTMENT:

Names of the Saskatchewan representatives to the National Board of Directors are submitted for election to the annual meeting, Air Cadet League of Canada.

The number of Directors are determined by the enrolled strength of air cadets in Saskatchewan. The following Saskatchewan Committee members shall become the Saskatchewan Directors:

- ◆ Chairperson, Provincial Committee
- ◆ 1st Vice Chairperson, Provincial Committee
- ◆ 2nd Vice Chairperson, Provincial Committee
- ◆ and other directors as required to fill the national quota

Should any of the above be unable to serve, the Executive Committee in consultation with the Advisory Council shall select an appropriate replacement.

DUTIES AND RESPONSIBILITIES:

- ◆ Directors shall represent Saskatchewan at the National Annual Meeting and shall participate in the presentation of reports, the conduct of League business and exercise the vote of the Saskatchewan Provincial Committee.
- ◆ The Directors shall carry out such other responsibilities as may be assigned from time to time.

SECTION IV - BOARD COMMITTEES

NOMINATING COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

Members of the Nominating Committee shall be:

- ◆ the Immediate Past Chairperson appointed as Chairperson;
- ◆ at least 3 members appointed from among the Past Chairpersons;
- ◆ any other members of the Provincial Committee appointed by the Nominating Chairperson; and
- ◆ The list of the Nominating Committee members be circulated to the Provincial Committee within 30 days following the Provincial Annual General Meeting.

DUTIES AND RESPONSIBILITIES

The nominating committee shall review the leadership requirements of the Provincial Committee and recruit suitable candidates to meet these needs.

The committee shall:

- ◆ determine which incumbent officers and Directors will need to be replaced;
- ◆ canvass and interview prospective candidates for each available vacancy;
- ◆ prepare a single slate report of the nominating committee which shall include the following(Maximum of 36) :
 - ◆ Patrons
 - ◆ Advisory Council
 - ◆ Honorary members
 - ◆ Chairpersons, local Sponsoring Committee
 - ◆ Provincial Chairperson
 - ◆ 1st Vice-Chairperson
 - ◆ 2nd Vice-Chairperson
 - ◆ Treasurer
 - ◆ Directors
- ◆ distribute the report to members of the Provincial Committee 30 days in advance of the Annual General meeting; and
- ◆ present the report of the Nominating Committee to the Membership at the Annual General meeting.

SECTION IV - BOARD COMMITTEES
PUBLIC RELATIONS COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

The Public Relations Committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Public Relations Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

The Chairperson of the Public Relations Committee shall appoint additional members to the committee, with a minimum of one member from each Provincial zones.

DUTIES AND RESPONSIBILITIES

- ◆ The Public Relations Committee shall be responsible for development of a Provincial public relation strategy and recommendations for the Board of Directors to enhance the image of the Air Cadet League of Saskatchewan.
- ◆ The Public Relations Committee shall:
 - develop a provincial strategy.
 - recommend initiatives for the Board approval.
 - prepare a report for the Annual General meeting.
 - implement approved initiatives
 - shall budget and arrange funding for Public Relations programs.

SECTION IV - BOARD COMMITTEES

RESOLUTIONS / CONSTITUTION COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

The Resolutions / Constitution Committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Resolutions / Constitution Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

Additional members may be appointed by the Resolutions / Constitution Chairperson, subject to approval by, the Executive Committee.

DUTIES AND RESPONSIBILITIES

Constitution:

The Resolution / Constitution Committee shall:

- ◆ conduct a review of the Constitution and recommend any necessary amendments to the Executive Committee,
- ◆ prepare a report of proposed amendments and circulate the report in accordance with Article XX of the constitution to all members of the Saskatchewan Provincial Committee;
- ◆ present the proposed amendments to delegates at the Annual General meeting;
- ◆ forward for approval by the National Board of Directors, any amendments approved by the Sask. Provincial Committee.

SECTION IV - BOARD COMMITTEES

Resolutions

The Resolutions / Constitution Committee shall:

- ◆ call for resolutions so that they may be incorporated into the annual report;
- ◆ review all resolutions for clarity, legality, correct format and content requirements;
- ◆ if necessary, obtain permission from the originator clarification and information on intent of the resolution;
- ◆ in consultation with the originators, edit any resolution or combine two or more resolutions of similar content without changing the intent;
- ◆ reject any resolution that is in conflict with the Provincial Constitution or Policy's of the Air Cadet League of Canada;
- ◆ determine the order of presentation of resolutions and prepare a report for the Annual General meeting;
- ◆ inform the Executive Committee as to resolutions scheduled for presentation to the membership; and
- ◆ present each resolution to the membership at the Annual General meeting.

SECTION IV - BOARD COMMITTEES
STRATEGIC PLANNING COMMITTEE

TERMS OF REFERENCE

APPOINTMENT

The Strategic Planning Committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The Strategic Planning Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.

- ◆ the Executive Director; (resource person only); and
- ◆ all other Provincial Members.

DUTIES AND RESPONSIBILITIES:

- ◆ Prepare an evaluation report of the existing programs to be presented at the Annual General meeting.
- ◆ Prepare a report to be presented at the Annual General meeting with recommendation for introduction of new programs.

SECTION IV - BOARD COMMITTEES
VOLUNTEER SCREENING COMMITTEE

TERMS OR REFERENCE

APPOINTMENT:

- a) A PROVINCIAL Screening Committee Chairperson shall be appointed by the Provincial Chairperson from among its Members at the first meeting following the Provincial Annual General Meeting. The PROVINCIAL Screening Committee Chairperson may serve as Chairperson for a maximum of three (3) consecutive years.
- b) The PROVINCIAL Screening Committee Chairperson shall appoint additional members to the committee, subject to the approval of the Executive Committee.

DUTIES AND RESPONSIBILITIES:

The PROVINCIAL Screening Committee will co-ordinate National Air Cadet screening activities at the Squadron and provincial Levels and shall:

- ◆ Screen all new members of the Board of Directors and Advisory Council.
- ◆ Screen all recurring members of the Board of Directors and Advisory Council.
- ◆ The following items to be completed by the Executive Director:
 - Maintain a database of all screened members of the Saskatchewan League and due dates.
 - Notify Squadron Chairpersons and League Representative of the due dates of screened Squadron members.
 - Arrange safe storage of all completed forms.
- ◆ Ensure squadron compliance.
- ◆ Check all applications are fully completed, and references contacted.
- ◆ Completed applications will be forward to The Executive Director for addition to the data base and issuance of cards and storage.
- ◆ Conduct training at the Squadron level for Civilian Support Groups.
- ◆ Make recommendations to the Provincial Executive Committee for any changes to the Provincial / National screening program.
- ◆ Report at the Annual General Meeting.



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SECTION V - BOARD COMMITTEES - Procedures

AIR CADET AVIATION PROGRAMS

GOALS AND OBJECTIVES

The Air Cadet Aviation Programs consist of:

- a) familiarization flights during the fall and spring training periods, and at summer courses, in the Air Cadet League owned gliders and aircraft; in Canadian Armed Forces aircraft; and in privately owned aircraft;
- b) Glider Pilot and Private Pilot (power) Aviation Scholarships for Air Cadets;
- c) Continuation Aviation Training Awards to graduates of the pilot scholarship Aviation courses;
- d) staff and pilot training for the Air Cadet Aviation Program.

The goal of the Air Cadet Aviation Programs is to provide the maximum practicable and affordable amount of Aviation (air) for Air Cadets and their activities.

To accomplish this goal, the objectives in order of priority are:

- a) to provide each Air Cadet with at least one and preferably two familiarization flights annually during the training year;
- b) to provide each Air Cadet attending a Basic Summer Camp with at least one familiarization flight;
- c) to provide annually, on a competitive basis, the maximum practicable and affordable number of Air Cadet pilot scholarships;
- d) to provide, where practicable, one familiarization flight for each Air Cadet attending a Summer Training Course other than the Basic Summer Camp;
- e) to provide Air Cadets attending Air Studies Courses with demonstration flights in support of course objectives;
- f) to provide, to the extent they are affordable, Continuation Flying Training Awards to Air Cadet pilot graduates.

SECTION V - BOARD COMMITTEES - Procedures

AWARDS COMMITTEE

PROVINCIAL AWARDS

GA (SANDY) COFFEY AWARD

Donated by the late M. Sandy Coffey, Past Provincial Chairperson and National Vice President, Air Cadet League.

This award is presented to the Top Saskatchewan Air Cadet of the Air Traffic Control Course. Selection is based upon course standing as assessed by the training center.

This Course is a six week summer training program in which the Cadet receives a comprehensive introduction to Air Traffic Control procedures.

PAT LOGAN AWARD

Donated by Mr. Pat Logan, a long time member of the Air Cadet League and a past Provincial Chairperson.

This award is presented to the Top Saskatchewan Air Cadet graduate of the Regional Gliding School. Selection is based upon course standing as assessed by the training center.

The Gliding course is a six week summer training program. The Cadets graduate with a Department of Transport Glider license and the much coveted Air Cadet Gliding Wing.

CEC DAVIS AWARD

Donated by Mr. Cec Davis, a long time member of the Air Cadet League, a past Provincial Chairperson and Treasurer for 27 years.

This award is presented to the Top Saskatchewan Air Cadet at the Flying Scholarship Course. Selection is based upon course standing as assessed by the training center.

This flying course is a six week summer training program. The Cadets graduate with a Department of Transport Private Pilot License and the much coveted Air Cadet Pilot Wing.

MARY LOU STAN AWARD

Donated by Mary Lou Stan of Regina, a Past Vice Chairperson of the Provincial Committee.

SECTION V - BOARD COMMITTEES - Procedures

This Award is presented to the Top Saskatchewan Air Cadet at the Senior Leaders course held annually at CFB Cold Lake, Alberta. Selection is based upon course standings as assessed by the training center.

This course is a six week summer leadership training program for 350 cadets from across Canada. It is sometimes referred to as a junior staff college.

J.P. COGGINS AWARD

Donated by Mr. Pat Coggins, a long time member of the Saskatchewan Provincial Committee.

This award is presented to the Top Saskatchewan Air Cadet graduate of the Athletic Leadership Course. Selection is based upon course standing as assessed by the training center.

This course of six weeks duration is held at CFB Borden, Ontario. The Cadet receives training to instruct in the area of physical fitness, one of the stated aims of the Air Cadet program.

NELS BACKMON AWARD

Donated by the late Mr. Nels Backmon, a long time member of the Saskatchewan Provincial Committee. Selection is based upon course standing as assessed by the training center.

This award is presented to the Top Saskatchewan Air Cadet of the Technical Training Course.

This course of six weeks duration is held at CFB Borden, Ontario. The Cadets receive instruction in such subjects as: photography, vehicle maintenance, aero engines, airframe technician or basic electronics.

SURVIVAL INSTRUCTOR AWARD

Donated by the Saskatchewan Provincial Committee.

This award is presented to the Top Saskatchewan Air Cadet of the Survival Instructor Course. Criteria for selection is based upon course standing as assessed by the training center.

This course is a six (6) week summer training program that offers training in survival techniques to qualified Cadets from across Canada.

CY MCDONALD AWARD

This Award is presented to the top Saskatchewan Air Cadet Drill Team as decided by the results from the provincial Drill Competition held in Regina each Spring.

SECTION V - BOARD COMMITTEES - Procedures

Criteria for selecting the top competitor in this competition is developed and administered by Cadet Detachment Regina staff.

SASKATCHEWAN PROVINCIAL COMMITTEE AWARD

This is awarded to the top Saskatchewan Air Cadet Rifle Team and may be presented to the team at either the Squadron Annual Ceremonial Review or the Provincial League Annual Awards Dinner. The winning team is selected from the results of the Shoulder to Shoulder competition held each Spring.

LARRY SINNETT AWARD

Donated by Mr. Larry Sinnett, past Chairperson.

This award is presented to the top Air Cadet participating in the Provincial Effective Speaking Competition. Selection of the top cadet will be determined in accordance with the rules for the effective speaking competition provided by the Air Cadet League of Canada national office.

HARRY NICHOLSON SHIELD

Donated by Mr. Harry Nicholson a long time supporter of Air Cadets, and ex Mayor of Estevan.

This Award is presented to the Sponsoring Committee making the greatest contribution to the success of their Squadron. Selection is made by the Provincial Chairperson in consultation with Area Directors, CIC Officers and the Executive Director.

P.H. DAVIS AWARD

Donated by Mr. Percy Davis, the honorary treasurer of the Air Cadet League. Mr. Davis has served as Provincial Chairperson of Saskatchewan and National President of the Air Cadet League.

This award is presented to the Director who has performed outstanding service to the Saskatchewan Air Cadet Movement.

Selection of a recipient is made by the Provincial Chairperson with input from the Executive Director.

CADET DETACHMENT REGINA AWARD

Donated by the Detachment and presented to the most improve Air Cadet Squadron as indicated by their proficiency rating from the Annual Ceremonial Review.

Criteria for rating squadrons is developed and administered by ACO(Air) office.

SECTION V - BOARD COMMITTEES - Procedures

T.E. PHILIPCHUK AWARD

Donated by Mr. Ted Philipchuk, a twice elected Chairperson of the Saskatchewan Provincial Committee and past National President of the Air Cadet League.

This award is presented to the Air Cadet Squadron with the second highest proficiency rating throughout the Cadet Year.

PROVINCIAL CHAIRPERSON'S AWARD

Donated by the Provincial Committee, this Award is presented to the Air Cadet Squadron that has achieved the highest proficiency-rating through out the Cadet Year.

JACK PARK SCHOLARSHIP AWARD

This award is paid from the Jack Park Scholarship Reserve which was set up in memory of Jack Park and his contribution to the Gliding Program in Saskatchewan.

This award is a \$200.00 annual scholarship to be awarded to the Top Saskatchewan Gliding Scholarship candidate as determined by the Regional Gliding School course reports.

T.E. PHILIPCHUK SCHOLARSHIP AWARD

This award is paid from the Ted Philipchuk Scholarship Reserve which was set up in memory of Ted Philipchuk and his contribution to the Aviation Program in Saskatchewan.

This award is a \$250.00 annual scholarship to be awarded to the Top Saskatchewan Flying Scholarship.

SECTION V - BOARD COMMITTEES - Procedures

THE LORD STRATHCONA TRUST FUND INFORMATION SHEET

BACKGROUND

During the period 1909-1910, Lord Strathcona, then Canadian High Commissioner of Great Britain, deposited in trust, the sum of \$500,000 in the Consolidated Revenue Fund (CRF). Under the terms of the Trust, the Department of Education of all the Provinces agreed to:

- encourage the formation of Cadet Corps;
- encourage qualification of male teachers as instructors;
- furnish suitable accommodation in schools, where boys might participate in training.

The Department of National Defence, in turn, agreed to:

- provide equipment and instructors for physical training, rifle shooting and drill;
- conduct courses to qualify teachers to instruct in these subjects.

1. In setting up this trust, source documents indicate that Lord Strathcona did not execute a "Trust Deed" nor did he specifically name the "Trustees" of the Fund. However, the principal document, "The Constitution of the Strathcona Trust", which was drafted by the Minister of Militia, Sir Frederick Borden, made provision for a governing body. With the passage of time, this governing body (the Executive Council) has evolved to a Vice-Chairperson (the DM) and Secretarial operation, the last meeting of the Executive Council having been held in 1921. At the national level, the Secretary to the Executive Council maintains accounting records and prepares annual financial statements of the Fund's operations.
2. Once each year the Secretary prorates the interest revenue to the provinces, based on the Cadet population within their jurisdiction. Each province's allotment, known as the "Annual Grant", is paid to the Provincial Committees who are responsible for its disbursement. Generally speaking the funds are administered through the Regional Cadet Organization.
3. Each Region Commander appoints an officer, not below the rank of Lieutenant-Colonel, as Chairperson of each local (provincial) committee within his region. There are three military members of the Provincial Committees who are approved on the recommendation of the Chairperson of the local committee. Normally, there are three civilian members named by the Provincial Minister of Education. In some provinces the Provincial Department of Education have decided that they do not want to be members of the local committees and their representation has been replaced by representatives from the Cadet Leagues. It should be noted that the Annual Grant allotted to each Provincial Committee is expended on the Canadian Cadet Organizations within the province concerned.

SECTION V - BOARD COMMITTEES - Procedures

THE LORD STRATHCONA TRUST MEDAL

CADET NOMINATION FORM

1. Nomination for _____ of
Cadet's Name Cadet Rank

Unit and Location

2. Verification by Commanding Officer that the above nominee Initial Blanks

a. Attends a minimum of 75% of parades; _____

b. Participates in optional unit activities (Range Team,
Drill Team, Band, Duke of Edinburgh, etc.)

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

c. Participates in a minimum 2/3 of weekend exercises,
cultural visits and citizenship projects; _____

d. Attended a minimum of two summer courses _____
(list courses and years attended)

1. _____

2. _____

3. _____

4. _____

e. Maintains an above average record from school
activities (**ATTACH** copy of most recent transcript) _____

SECTION V - BOARD COMMITTEES - Procedures

THE ROYAL CANADIAN LEGION

CADET MEDAL OF EXCELLENCE

CRITERIA AND GUIDE

1. Candidate has reached the level of training and experience commensurate with the time served in the cadet movement.
2. Candidate must reach an all around excellent and outstanding level of performance and maintain that level for at least two years.
3. The candidate should be a model cadet and beyond reproach in all respects.
4. The candidate should have participated in at least 90% of the Sqdn. Mandatory Local Headquarters Training.
5. The Candidate should have participated in at least 75% of week-end exercises, extra activities, outings, cultural visits, etc.
6. Attendance at least one National or Regional Summer Camp is a requirement.
7. Candidate should be outstanding in the eyes of the community: Third party letter to be attached.
8. Candidate should have at least one year's service remaining in the cadet movement.
9. Candidate must be recommended by his/her Commanding Officer.
10. Candidate must be recommended by the Sponsor.
11. Candidate must be recommended by the Provincial Committee.
12. Candidate must be approved by Saskatchewan Command - the Royal Canadian Legion.
13. The method of selection of the top cadet would be established as agreed by the Provincial Cadet League and Provincial Command - The Royal Canadian Legion.
14. One candidate per Sqdn. will be considered for the award annually.
15. The successful candidate should be presented the Cadet Medal of Excellence by a Legion representative, preferably at the Annual Ceremonial Review .
16. The successful candidate will have his/her name engraved on the back of the medal.
17. Deadline date to Air Cadet League Office is 15th of Febuary
. Deadline date to the Royal Canadian Legion is April 1.

SECTION V - BOARD COMMITTEES - Procedures
THE ROYAL CANADIAN LEGION
CADET MEDAL OF EXCELLENCE

APPLICATION

1. NOMINEE INFORMATION

FULL NAME _____ **Rank** _____

ADDRESS: _____ **SEX.** _____

CITY: _____ **POSTAL:** _____

DATE ENROLLED: _____ **BIRTH DATE:** _____

d/m/y

d/m/y

NEXT OF KIN: _____ **PHONE:** _____

SQN. NAME: _____ **NUMBER.** _____

SPONSOR COMMITTEE. _____ **PHONE:** _____

2. COMMANDING OFFICERS CERTIFICATION/RECOMMENDATION:

The above named cadet has met the following eligibility criteria:

1. Has reached the level of training and experience commensurate with the time served in the cadet movement.
2. Has reached an all around excellent and outstanding level of performance and maintained that level for at least two years.
3. Has displayed exemplary conduct.
4. Has participated in _____% of Sqdn. Mandatory Local Headquarters
5. Has participated in _____% of weekend exercises, tours, outings, extra training (band, drill, guard, etc.).
6. Has attended the following courses:

SECTION V - BOARD COMMITTEES - Procedures

SECTION V - BOARD COMMITTEES - Procedures

CAMP SASKADET COMMITTEE

INSTRUCTIONS FOR USE OF CAMP SASKADET

1. Camp Saskadet is the property of the Air Cadet League, Saskatchewan Provincial Committee, controlled and managed by the Camp Saskadet Committee.
2. Information on facilities and equipment is available from the Camp Custodian.
3. Camp Saskadet shall be available only to those in the Cadet movement.
4. All bookings shall be made through the Camp Custodian.

Address Custodian, Camp Saskadet
P.O. Box 567
Kelvington, Sask. S0A 1W0
Telephone: (306) 327-4225

5. Bookings should be made as far in advance as possible with a detailed list of camp requirements and an outline of the training program. Bookings for dates in the next training year will be accepted, however, such bookings must be re-confirmed with the Custodian no less than 30 days prior to dates requested. Failure to reconfirm will result in automatic cancellation of the booking.
6. Squadrons/Corps must submit a Tour Request to the ACO office in the normal manner. Contact the Camp Custodian at 327-4225 and confirm your booking.
7. Squadrons/Corps coming to Camp Saskadet must telephone the Camp Custodian at 327-4225 twenty-four (24) hours in advance notifying him of your E.T.A.
8. Notify the Camp Custodian as early as possible of any cancellation or changes in cadet numbers prior to date of intended use.
9. The Squadrons/Corps using the camp, shall be responsible for any equipment missing or broken, or any damages and shall leave the camp in a clean and sanitary condition.
10. Camp Custodian, and the Officer in charge will conduct a check of all equipment and facilities to be used and the person in charge will sign the appropriate forms. On leaving, a similar check shall be made and both parties shall sign the check out forms prior to leaving camp.

See **Appendix A** to this section for the **Standing Orders for Camp Saskadet**.

SECTION V - BOARD COMMITTEES - Procedures

CURLING COMMITTEE

PROCEDURE:

The Curling Committee Chairperson shall:

- ◆ assign zone coordinators;
- ◆ assign squadron to host the provincial final;
- ◆ purchase curling trophies and distribute to host squadrons;
- ◆ advise squadron hosting provincial final of zone winners;
- ◆ attend provincial final playdown or arrange for an alternate;
- ◆ act as a referee
- ◆ ensure adopted rules are followed at zone and provincial playdowns; and
- ◆ prepare a report for the Annual General meeting.

Zone Coordinator

The Curling Zone Coordinator shall:

- ◆ Ensure that Host Squadron have arrangements completed by no later than Dec.15th and that dates and details be distributed to each Sponsoring Chair, CO and Area Directors by Dec30th for Zone Playdowns
- ◆ assign host responsibilities to a zone squadron;
- ◆ ensure host squadron books ice well in advance (at least a year);
- ◆ assist host squadron in completing its host responsibilities;
- ◆ advise zone squadrons of date, place and time of zone playdown;
- ◆ attend zone playdown and act as a referee if required;
- ◆ present zone curling trophies to the zone winner;
- ◆ advise curling Chairperson and provincial final host squadron of zone winner.

SECTION V - BOARD COMMITTEES - Procedures

Zone - Host Squadron Responsibilities

The Host squadron shall coordinate all activities associated with zone or provincial curling playdown. The following check list will assist you in this task.

Curling ice:

- ◆ booked well in advance
- ◆ advise coordinator date for playdowns

Accommodation:

- ◆ arrange for billets with screened adult volunteer families or hotel/motel accommodation

Advise coordinator and participating squadrons

Social Activities:

- ◆ plan, coordinate social activities for the entire period of curling playdown;
- ◆ advise coordinator of your plans and itinerary;
- ◆ advise participating squadrons so that they may plan their travel arrangements;
- ◆ ensure a local representative is available to provide direction, instruction or assist participating squadrons upon arrival;
- ◆ make sure each squadron is thoroughly briefed or provided with a schedule of activities and a draw schedule upon arrival;
- ◆ assist visiting squadrons as required;
- ◆ arrange for presentation of trophies, etc. at the completion of the playdowns;
- ◆ coordinate trophy presentation with zone coordinator or League representative;
- ◆ keep participating squadrons and zone coordinator fully informed of planned activities;
- ◆ request assistance from zone coordinator as required.

Provincial -HOST SQUADRON RESPONSIBILITIES

Organizing the curling playdown is the responsibility of the Provincial Curling Chairperson and/or zone coordinators appointed by the League. This coordinator works closely with the host squadron. In most cases, all local arrangements for curling ice, billets or accommodation, social activities, etc. are delegated to a member or committee of the host squadron.

The Host Squadron shall ensure the times and details are out to the participating squadron sponsoring chairs, COs, and Area Directors by Feb.28th.

SECTION V - BOARD COMMITTEES - Procedures

The Provincial Host squadron shall have a team in the Provincial playdowns. If the host team and zone winners are the same, the second place team for that zone will represent the zone.

The following checklist is provided to assist you in this task.

Curling ice:

- ◆ booked well in advance
- ◆ advise coordinator date for playdowns

Accommodation:

- ◆ arrange for billets with screened adult volunteer families or hotel/motel accommodation
- ◆ advise coordinator and participating squadron

Social Activities:

- ◆ plan and coordinate social activities for the entire period of curling playdown.
- ◆ advise coordinator of your plans and itinerary.
- ◆ advise participating squadrons so that they may plan their travel arrangements.
- ◆ ensure a local representative is available to provide direction, instruction or assist participating squadrons upon arrival
- ◆ make sure each squadron is thoroughly briefed or provided with a schedule of activities and a draw schedule upon arrival.
- ◆ assist visiting squadrons as required
- ◆ arrange for presentation of trophies, etc. at the completion of the playdowns
- ◆ coordinate trophy presentation with coordinator or League representative
- ◆ keep participating squadrons and coordinators fully informed of planned activities
- ◆ request assistance from coordinator as required - that is their responsibility
- ◆ at completion of the competition, advise League of results and/or squadron standing in playdowns

SECTION V - BOARD COMMITTEES - Procedures

GUIDELINES FOR AIR CADET CURLING

GENERAL STATEMENT

The annual air cadet curling play down has been a popular and well supported program for many years. To ensure this activity continues to provide maximum enjoyment for participating cadets with a minimum of confusion for the supporting adults, the following guidelines will govern the zone and provincial playdowns.

ZONES

To enable each air cadet squadron's participation in the curling playdowns, the province will be divided into six geographic zones, so as to provide reasonable travel distances as well as the grouping of squadrons into similar size units for zone playdowns.

The squadrons shall be allocated to the following zones:

- a. Zone 1: Squadrons 43, 186, 300, 365, 520
- b. Zone 2: Squadrons 38, 171, 190, 624, 745, 889
- c. Zone 3: Squadrons 17, 542, 566, 606, 633, 752
- d. Zone 4: Squadrons 107, 568, 574, 702, 797
- e. Zone 5: Squadrons 20, 34, 40, 605, 703
- f. Zone 6: Squadrons 30, 41, 675, 691, 723, 802

TEAM COMPETITION AND REGISTRATION

The basic objectives of the curling program are to promote good sportsmanship and to provide cadets with interpersonal and inter-squadron contact. Each squadron will select its team members in a manner that will complement their training program. Therefore, the designated squadron team shall consist of five (5) legally enrolled cadets - four (4) primary curlers plus (1) spare. The team can be all males, all females, or a combination.

Each squadron will be required to complete a team registration form and present it to the host squadron prior to the zone or final playdown. See attachment #1.

NOTE: All participants shall observe the "no smoking" rule during zone and final curling competitions.

SECTION V - BOARD COMMITTEES - Procedures

ICE REQUIREMENTS AND DRAW SCHEDULE

- ◆ Because curling ice in many communities is in great demand and has become a fairly expensive commodity, hosting the playdowns is usually on a rotation basis with the host squadron booking and dividing the cost of the weekend among all squadrons in the zone. The following guidelines shall apply for zone and provincial playdowns:
 - a. Play will be round-robin.
 - b. Six (6) end games will be played **to a maximum time of 1&1/2 hours per game to allow the host squadron to fit in all games in the time given for the event.**
 - c. To ensure equal opportunity to all rinks at any one playdown, the host squadron will determine the number of draws required, and schedule participating rinks for a round-robin play.
 - d. To assist host squadrons in determining the games required and draw schedule a chart is provided. See attachment #2.
 - e. Host squadrons will supply two neutral line judges and a neutral referee.
 - f. **There will be no coaching from behind the glass by either the team coach or any onlooker. Anyone doing so will be asked to leave the rink.**
 - g. Curling shall follow the current curling guidelines except for the following:

Free Guard Zone Rule (3 rock)

- ◆ The area between the hog line and the tee line excluding the house shall be the Free Guard Zone.

Interpretation

- ◆ A stone which comes to rest outside the rings but touching the tee line is not in the Free Guard Zone.
- ◆ Any stone(s) located within the Free Guard Zone shall not be removed from play until the delivery of the fourth and subsequent stones of the end.

Interpretation

- ◆ This includes your own stones.

Penalty

- ◆ If a stone(s) in the Free Guard Zone is removed from play prior to the delivery of the fourth stone of the end, the non-offending team should request the game clock be stopped and may:
 1. with the approval of the supervisor or head official if it is to the advantage of the non-offending team, waive the Free Guard Zone penalty and continue play as if there had not been an infraction.

SECTION V - BOARD COMMITTEES - Procedures

2. remove the delivered stone from play and replace all displaced stationary stones to their original position. If the teams cannot agree, the official will replace all displaced stones to their original position.
- ◆ If, in the delivery of the third stone of an end, a stone not in the Free Guard Zone is hit initially and as result a stone in the Free Guard Zone is removed from play, the non-offending team should request the game clock be stopped and may:
 1. with the approval of the official if it is to the advantage of the non-offending team, waive the Free Guard Zone penalty and continue play as if there had not been an infraction.
 2. remove the delivered stone from play and replace the stone removed from the Free Guard Zone to its original position. The stone that was initially hit will remain where it finally comes to rest. If teams cannot agree the official will replace the stone removed from the Free Guard Zone to its original position.
 - a) After delivery of each of the first two stones of an end it is the responsibility of the throwing team skip to ensure agreement with the opposing skip as to whether or not the stone has come to rest in the Free Guard Zone. If they cannot agree, an official will be asked to make the determination by using the six foot measuring stick. If the position of another stone hinders the use of the six foot measure the official will reposition this stone, complete the measurement and replace the stone to its original position.

TIME OUTS

- ◆ Due to the length of the games there shall be one time out per team per game lasting no more than one minute .

Substitutions

- ◆ During zone/provincial playdowns spares may be used during all but final game unless team member is hurt or ill.

SCORING

- ◆ In round-robin play, the team that wins the most games is declared the winner. However, in a short playdown series there will not be time to play extra ends in case of a tie score. Therefore, the following point system shall be awarded after each game for zone and provincial playdowns.
 - a. Winner - two (2) points
 - b. Tie - one (1) point
 - c. Loser - zero (0) points

SECTION V - BOARD COMMITTEES - Procedures

The team with the highest point count shall be declared the winner. In case of a tie score at the end of Round Robin play the following tests shall apply. First, check the score of the Round Robin game between the two tied teams. The winner of that game will be declared the competition winner. If that game also resulted in a tie, the team with the best points "for" and "against" ratio will be declared the competition winner.

In an effort to equalize the rinks, as some teams may have had a greater opportunity to practice than others, the total points counted in any game cannot exceed a ten point spread. For example a score of 9 to 2 would be recorded as such. A score of 16 to 3 would be recorded as the winning team having 13, and the losing team having 3.

The intent of the curling program is to instill sportsmanship in our cadets, while teaching them to accept a win as well as a loss with grace. Please ensure that your teams remember this and play out each game to its conclusion or time limit, for by not doing so, they could hinder a fellow teams chances of winning a medal.

SECTION V - BOARD COMMITTEES - Procedures
THE AIR CADET LEAGUE OF CANADA
SASKATCHEWAN PROVINCIAL COMMITTEE

CURLING TEAM REGISTRATION FORM

SQUADRON _____

ADDRESS _____

CONTACT PERSON _____

PHONE: Bus. (306)- _____ Res. (306)- _____

DESIGNATED TEAM MEMBERS

NAME	AGE	SEX	POSITION
1.			
2.			
3.			
4.			
5.			

ACCOMPANYING ADULT _____

PHONE: Bus. (306)- _____ Res. (306)- _____

INSTRUCTIONS:

- Complete form in duplicate (list five (5) cadets)
- One (1) copy to be sent to host squadron prior to playdown date
- One (1) copy to accompany the team to both zone and provincial playdowns

SECTION V - BOARD COMMITTEES - Procedures

- Host squadron to forward winning rink registration to the Provincial Curling Chairperson and the provincial playdown host

SECTION V - BOARD COMMITTEES - Procedures

DRAW SCHEDULE

Number of Games Required

		3 games	6 games	10	15	21	28
Number of Rinks	A-B	B-C	C-D	D-E	E-F	F-G	G-H
	A-C	B-D	C-E	D-F	E-G	F-H	
3 Rinks							
4 Rinks	A-D	B-E	C-F	D-G	E-H		
5 Rinks	A-E	B-F	C-G	D-H			
6 Rinks	A-F	B-G	C-H				
7 Rinks	A-G	B-H					
8 Rinks	A-H						
NOTE:	Typical						
	Draw #1	Draw #2	Draw #3	Draw #4	Draw #5		
	A-B	A-C	A-D	A-E	A-F		
	C-D	B-E	B-F	B-D	B-C		
	E-F	D-F	C-E	C-F	D-E		
	Typical						
	Draw #1	Draw #2	Draw #3	Draw #4	Draw #5	Draw #6	Draw #7
	B-C	A-C	A-B	A-G	A-F	A-E	A-D
	D-E	D-F	D-G	B-E	B-D	B-G	B-F
	F-G	E-G	E-F	C-F	C-G	C-D	C-E

SECTION V - BOARD COMMITTEES - Procedures

SCORE SHEET

Note : RECORD SCORE DOWN

A 10x10 grid with a diagonal line from the top-left to the bottom-right. The grid is composed of 10 columns and 10 rows. The diagonal line starts at the top-left corner and ends at the bottom-right corner, passing through the center of each cell.

SECTION V - BOARD COMMITTEES - Procedures

EFFECTIVE SPEAKING COMMITTEE

PROCEDURE:

The Effective Speaking Committee Chairperson shall:

- ◆ assign zone coordinators;
- ◆ assign squadron to host the provincial final;
- ◆ purchase Effective Speaking awards and distribute to host squadrons;
- ◆ advise squadron hosting provincial final of zone winners;
- ◆ attend provincial final competition or arrange for an alternate;
- ◆ act as a judge if required;
- ◆ ensure adopted rules are followed at zone and provincial competitions; and
- ◆ prepare a report for the Annual General meeting.

Squadron Level Chairperson

Duties and Responsibilities

The effective speaking local chairperson shall:

- ◆ Encourage cadets to enter the competition, making sure all those entering fill out the required application form-in full.
- ◆ Give all contestants the list of topics, a copy of the official rules, and a copy of the guidelines for speech preparation. The rules and guide are found in the air cadet league manual.
- ◆ Set a time and place for the local competition. If it is to be held on a parade night7 check with the commanding officer to see if this is possible.
- ◆ Approach 3 people to be the judges. Give them a copy of "information for judges", a sample of the score and comments sheet and a copy of the official rules.
- ◆ Appoint a teller and a timer .be sure the timer has a stopwatch for the competition. Explain the sheets they are to use.
- ◆ Make sure there are enough copies made of the score sheets and comment sheets for the judges.
- ◆ M.C. the competition
- ◆ Notify zone coordinator and provincial chairperson of the effective speaking program as to the names of the first, second and third place cadets. All copies of the applications are to be sent to the provincial chairperson,

SECTION V - BOARD COMMITTEES - Procedures

Zone and Provincial Effective Speaking Competitions

Duties and Responsibilities

Chairpersons of the zone and provincial levels shall, along with the host squadron civilian committee, coordinate all activities associated with the competition-the following check list will assist the chairpersons at each level:

- ◆ ensure that the effective speaking location is booked well in advance;
- ◆ Ensure that the judges are booked well in advance and receive a copy of "information for judges"? A copy of the official rules and samples of the score sheets. It is advisable to have an alternate fourth judge prepared in the event one of the three cancels.
- ◆ advise the zone coordinator and the provincial chairperson of effective speaking of your plans and itinerary;
- ◆ advise the squadrons in your combined zone so they may plan travel arrangements; also, supply them with a schedule of activities,
- ◆ Have a teller and timer for the competition. They should be familiar with the sheets they will be using the timer must have a stopwatch.
- ◆ Promote and advertise the competition. Get in touch with the local paper to cover the competition.
- ◆ Prepare and photocopy all the necessary forms to be used at the competition. remember to make enough copies for the judges to use for each cadet,
- ◆ Ensure the participating cadets draw numbers before competition. Record the order in which they speak. They are to be introduced by number. The judges are not to know the names until after the competition is completed.
- ◆ Once the judges have made their decision, record the top three cadets and give to the provincial chairperson or the zone coordinator who will then make the announcement and presentation of medals and trophy.
- ◆ The zone and provincial level chairpersons will be M.C.'s for the competition. They will introduce the cadets after the judges have finished their scoring.

SECTION V - BOARD COMMITTEES - Procedures

FINANCE COMMITTEE

Approval for Expenditure

- ◆ \$ 1.00 to \$ 2,500.00 Committee Chairperson and Treasurer may authorize expenditures on approved budget items.
- ◆ \$ 2,500.01 to \$ 5,000.00 Committee Chairperson and Executive Committee may authorize expenditure on approved budget items.
- ◆ Over \$ 5,000.00 Committee Chairperson and Board of Directors may authorize expenditure on approved budget items.
- ◆ All non-budget expenditures, Committee Chairperson and Board of Directors may authorize expenditures.

Payment Procedure

- ◆ \$ 1.00 to \$ 2,500.00. Any two authorized signatures must sign cheques.
- ◆ \$ over 2,500.00. The Treasurer and one other authorized signature must sign cheques.

Financial Transactions

Proper documentation is required with each cheque (Journal entry form, valid invoice, memo of authorization, and Executive Committee or Board of Directors approval).

Journal entry form must have the following information :

- ◆ Numbered
- ◆ Dated
- ◆ Invoice amount
- ◆ Expenditure authorization
- ◆ Proper designation and description
- ◆ ei: Aviation Committee - winch motor repair, Moose Jaw Zone,
- ◆ Saskadet Committee - furnace filters barrack blocks
- ◆ Office supplies - postage expence
- ◆ Directors Donation - expence account
- ◆ Expenditure that have been authorized by a motion at an Executive or Directors Meeting the description should be as follows:
- ◆ Aviation Committee - engine overhaul Aircraft XYZ, approved Directors Meeting 17th October 1998.
- ◆ Camp Saskadet Committee - replace water heater, approved Executive Committee Meeting 26th October 1998.

Journal entries for bank deposits must have copies of deposit slips attached, and explanation must appear on the Journal entry form.

SECTION V - BOARD COMMITTEES - Procedures

Budget

The Committee Chairperson responsible for each activity will complete the budget expenses for each provincial activity. The budget expense for each activity shall be submitted to the Provincial Treasurer by mid June for the upcoming fiscal year. The Provincial Treasurer and the Finance Committee shall establish a Provincial Budget for the upcoming fiscal year. That budget will be presented for approval to the Executive Committee, the Board of Directors and at the Annual General Meeting.

The Treasurer along with the Chairperson of the strategic planning committee and Finance Committee will be responsible for the establishment and updating of the budget forecast for the next three years.

Reimbursement of Expenses

With the approval of the Board of Directors, and if funds permit, members may be reimbursed for travelling and judicious expenses incurred in connection with approved Provincial Committee Business.

The person incurring the expense is responsible for the timely submission of travel expenses (approved forms per appendix) for approval by the Provincial Chairperson and the Provincial Treasurer. The Provincial Treasurer will issue a check for approved expenses, and twice a year issue tax receipts for donation.

All expenses will be approved only when covered by proper statement / receipt documentation, with the exception of mileage reimbursement that has been approved.

NFS Cheques

A \$30.00 fee will be charged on all NFS cheques.

Employee Benefits

Expenditures relating to salary increases, benefits, honorariums etc. must have Executive Committee approval.

All employee benefits must be reflected in the budget.

Month end

All financial transactions will be forwarded to the Treasurer at the end of each month (Journal entries etc.)

SECTION V - BOARD COMMITTEES - Procedures

Reserve Accounts

Aviation Reserve

- ◆ This reserve is intended for the replacement of large capital assets on a continuing basis. The primary goal of this fund is the replacement of the Air Cadet League aircraft engines. This fund may also be used for the repair and replacement of any structural components of the aircraft and for the replacement and repair of support equipment.
- ◆ The Aviation Committee Chairperson and his/her committee must initiate request to the Executive Committee for funding from this reserve. Approval for withdrawal of funds will be by the Executive Committee in consultation with the Aviation Chairperson.
- ◆ The upper limits for the Aviation Reserve shall be \$ 120,000.00.

Camp Saskadet Reserve

- ◆ The purpose of this reserve is to provide for capital expenditures and for periodic improvements to Saskadet buildings, grounds, equipment and infrastructure.
- ◆ The Saskadet Committee Chairperson and his/her committee must initiate request to the Executive Committee for funding from this reserve. Approval for withdrawal of funds will be by the Executive Committee in consultation with the Saskadet Chairperson.
- ◆ The upper limits for the Camp Saskadet Reserve shall be \$ 60,000.00.

Jack Park Scholarship Reserve

- ◆ This fund is in memory of Jack Park's contribution to the Gliding Program in Saskatchewan. The \$200.00 annual scholarship will be awarded to the Top Saskatchewan Gliding Scholarship candidate as determined by the Regional Gliding School course reports. The Provincial Committee is to ensure that sufficient funding is available in the reserve.
- ◆ The upper limits for the Jack Park Scholarship Reserve shall be \$ 3,000.00.

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SECTION V - BOARD COMMITTEES - Procedures

Chairpersons Reserves

- ◆ This fund may be used in emergencies to supplement other reserves or where budgets do not accommodate. This fund may also be used to cover shortfall in league sponsored programs where the short fall threatens continuance of the program.
- ◆ Authorization for funding from this reserve will be determined by the Executive Committee.
- ◆ The upper limits for the Chairpersons Reserve shall be \$ 25,000.00.

National AGM Reserve

- ◆ This reserve has been set up to finance the National Air Cadet League of Canada annual general meeting to be held in Saskatchewan.
- ◆ Expectations are that most of the funding from this reserve will be recovered and can be returned to the Saskatchewan Provincial Committee assets.
- ◆ The convention Chairperson and his/her committee must initiate requests to the Executive Committee for funding. Approval for the withdrawal will be by the Executive Committee in consultation with convention Chairperson.
- ◆ The upper limits for the National AGM Reserve shall be \$ 20,000.00.

General Reserve Procedures

- ◆ Funds contributed by the Air Cadet League of Saskatchewan Provincial Committee or donated to the reserves shall be deposited to an interest bearing account. The accumulated interest shall be applied to the reserve either on a monthly or quarterly basis.
- ◆ The Air Cadet League has committed to contribute annually to each reserve. The amounts will vary depending on the financial position of the League and the need determined by forecasts, etc.
- ◆ The limits for each reserve account will be reviewed yearly by the Board of Directors and may be changed when deemed necessary.

SECTION V - BOARD COMMITTEES - Procedures

CAR RAFFLE PROCEDURES

Car Raffle Procedures

- ◆ Prize - The major prize will be a new automobile or designated cash sum, Secondary prizes will be determined annually. (Total prize cost shall not exceed 25% of projected gross income).
- ◆ Draw date shall be the date of the Provincial Committee Annual General Meeting Banquet.
- ◆ Raffle tickets will be distributed in January to all squadrons
- ◆ Squadrons are to appoint a raffle ticket Chairperson and forward name, address and phone number to the Provincial Committee Car Raffle Chairperson.
- ◆ When a vehicle is on loan from a dealer and is used to promote sales, car dealership and mall regulations and requirements must be respected and accommodated.
- ◆ Lottery regulations require that all moneys from the sale of raffle tickets must be turned in to the Raffle Chairperson. A complete record of tickets sold and money turned in by each squadron will be maintained. Following the draw, squadrons will be reimbursed for any money at a rate of \$2.00 per book sold plus any applicable bonus.
- ◆ Squadron sales in excess of 8 books per cadet on strength at the annual inspection will bring to the squadron a bonus return of \$1.00 per book..
- ◆ On receiving raffle tickets, you are encouraged to start ticket sales and continue sales through to October.
- ◆ Ticket revenue along with the sold ticket stubs and sheets are to be returned regularly monthly or bi-monthly are to be returned regularly. Monthly returns are ideal. Ticket stubs and revenue turned in must balance. Each return will be receipted.
- ◆ Ticket stubs and sales revenue are to be sent to the Car Raffle Chairperson, or pass on through your Area Director.
- ◆ **DO NOT SEND CASH** for ticket sales, use a cheque or money order. **Do not send a personal cheque** it must be a squadron cheque for the Parent's Sponsoring Committee.
- ◆ **ALL UNSOLD** books must be counted and returned at the Annual General Meeting.
- ◆ **LOST BOOKS of TICKETS** is the responsibility of the Squadron
- ◆ Sales commissions and bonus money will be forwarded to squadrons within 30 days of the raffle draw.

SECTION V - BOARD COMMITTEES - Procedures NATIONAL BOARD OF DIRECTORS

POLICY

Travel Expenses National Annual General meeting

- ◆ Saskatchewan Directors to the National Annual General meeting shall be reimbursed for travel expenses to the combined maximum as budgeted for during that Fiscal year.
- ◆ Expenses in excess of the maximum may be claimed as a donation to the Provincial Committee and issued a tax receipt.

SECTION V - BOARD COMMITTEES - Procedures

PUBLIC RELATIONS COMMITTEE

PROCEDURE

- ◆ Develop a public relations program with inputs from Squadron Cadets, Officers, Sponsors, and Directors of the Air Cadet League of Saskatchewan.
- ◆ Evaluate all public relations programs within the Province.
- ◆ Offering assistance to Squadrons on Public Relations as required and requested.
- ◆ Make recommendations to the Annual General meeting with respect to improving public awareness at all levels in the province.

SECTION V - BOARD COMMITTEES - Procedures
RESOLUTIONS / CONSTITUTION COMMITTEE
PROCEDURES FOR SUBMITTING RESOLUTIONS

ORIGINATORS:

Resolutions may be submitted by:

- ◆ any member of the Provincial Committee;
- ◆ the Chairperson of any standing Committee;
- ◆ any Director or Officer of the Provincial Committee

CONTENT REQUIREMENT

Each resolution submitted to the Committee shall conform to the following:

- ◆ the substance of the resolution shall be provincial in scope, or potentially so;
- ◆ the resolution shall be accompanied by supporting documentation including any statistical data and/or financial implications relevant to the resolution.

SCHEDULE FOR SUBMISSION

- ◆ Resolutions intended for consideration at the next Annual General meeting should be circulated to all members with the annual report in advance of the Annual General meeting. However, the Resolutions Committee will accept resolutions at any time up to and during the Annual General meeting.
- ◆ Resolutions shall be submitted to the Executive Director or the Chairperson Resolutions Committee.
- ◆ Resolution received by 15 September will be processed by the Committee and circulated with the annual report in advance of the Annual General meeting.
- ◆ Resolutions submitted after 15 September will be processed by the Committee and circulated to members with their Annual General meeting package. Members wishing to bring forward resolutions during the Annual General meeting shall present them in writing to the Resolutions Committee.

SECTION V - BOARD COMMITTEES - Procedures

PRESENTATION

- ◆ The Chairperson of the Resolutions Committee or his designate, shall read each resolution to the delegates.
- ◆ Each resolution shall be moved by the Resolutions Chairperson and shall be Seconded by the originator or his designate.
- ◆ Once the resolution has been moved and duly seconded, the seconder will be recognized as the first speaker.
- ◆ When the Chairperson is satisfied that no additional members wish to speak for or against the resolution, the seconder may be permitted to speak a second time in closing the debate.
- ◆ Delegates participating in the debate of a resolution may speak to the resolution, introduce amendments to the resolution, and sub amendment to an amendment, all of which are to be voted on a separate resolution.
- ◆ Only voting delegates will be permitted to vote and all resolutions and motions shall be decided by a majority vote.

SECTION V - BOARD COMMITTEES - Procedures

STRATEGIC PLANNING COMMITTEE

Policy

The Strategic Planning Committee was established for program development and evaluation of all provincially operated programs to maximize available resources and develop required programs ensuring these serve to create cadets who are excellent citizens with high self esteem, positive attitude, self discipline and leadership skills.

Procedures

The Strategic Planning Committee shall;

- ◆ meet as required during the year.
- ◆ once a year as determined, the Strategic Planning Committee will host a general meeting with all directors to evaluate and establish tactical plans for the next five years.
- ◆ make recommendations to the Executive Committee.
- ◆ Evaluate all existing programs conducted by the Saskatchewan Provincial Committee. (financial, participation, and support required)
- ◆ Look at the ability of the League to support new and existing programs considering financial and participation support required.
- ◆ Develop new programs with inputs from the Squadron Cadets, Officers, Sponsors, and Directors of the Air Cadet League of Saskatchewan.



THE AIR CADET LEAGUE OF CANADA

SASKATCHEWAN PROVINCIAL COMMITTEE

SQUADRON SPONSORING COMMITTEE GUIDELINES AND REFERENCE

SECTION VI

2019

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SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

GUIDELINES TO SQUADRON SPONSORING

COMMITTEES

FORWARD

Since their creation, air cadet squadrons rely on the work of many volunteers to ensure their success and survival. Today their contribution to the organization is still paramount to its existence and development. Regardless of whether these volunteers have chosen to work as military or as Squadron Sponsoring volunteers, they are all very concerned about the training and well being of the cadets for whom they are responsible.

This responsibility can be carried out only if there is a close cooperation between the military and Squadron Sponsoring volunteers, based on mutual respect, trust and good communication.

To help you in your work with young people, you will find a guide whose purpose is to:

- Identify the needs common to each squadron;
- Identify and divide the responsibilities between the military and Squadron Sponsoring;
- Foster a better understanding of the roles of all those involved in order to establish sound and harmonious relationships between the military and Squadron Sponsoring;
- Create ideas to improve the efficiency of the work carried out and allow for a maximum use of the human resources available

Therefore, the purpose of this guide is to offer methods of achieving maximum cooperation amongst all involved. This document should be read thoroughly with an open mind so that both military and Squadron Sponsoring volunteers can be familiar with the work to be done.

It is evident that because of local restrictions, or for any other reasons, it is impossible for some squadrons to literally follow all of the guidelines in this document. However the best guidelines cannot supersede the good will of the members of the Squadron Sponsoring Committee and the Squadron Personnel who work hand in hand, under an atmosphere of mutual trust, for the well being of the squadron and its members. We suggest that as soon as possible you meet and study this document together, during a special meeting, so that both of you, military and Squadron Sponsoring can identify the details that are relevant to your situation.

We hope that your relationship reflects the objectives of the Air Cadet organization.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SHARING OF GENERAL RESPONSIBILITIES

SQUADRON SPONSORING COMMITTEE:

The Squadron Sponsoring Committee is to represent the Air Cadet League in the local community. Its purpose is to make arrangements to organize activities and meet the needs pertaining to the Squadron. Its principal responsibilities are the following:

- Make the necessary arrangements, when required, to provide adequate quarters during special activities.
- To ensure the availability of the funds required to finance the squadron's needs and activities.
- Organize fund-raising campaigns.
- Assume the management of the squadrons' funds.
- Publicize to the general public the squadrons' goals and activities and ask for their support.
- Organize, with the C.O.'s support, the recruiting of new cadets, potential officers and look for new members to serve on the Squadron Sponsoring Committee.

SHARING OF GENERAL RESPONSIBILITIES

COMMANDING OFFICER:

The Commanding Officer and his personnel are assigned by the Department of National Defense to implement and conduct the training program for air cadets, maintain the various relevant management techniques, ensure that the required standards are met and that the equipment lent by the Department of Defense is used properly and accounted for. Their main responsibilities are the following:

Ensure that the compulsory program is followed.

- Organize training to complement the program.
- Plan a calendar of special activities.
- Assume the management of the squadron and its personnel.
- Assume the management and control of supplies entrusted by the DND.
- Organize and supervise the work of military and Squadron Sponsoring instructors.
- Ensure an individual evaluation system for cadets, based on academic performance and participation to ensure the development of each cadet and to choose candidates for summer courses, promotions and awards.
- Ensure a liaison with the Squadron Sponsoring Committee informing them on a regular basis of different happenings.
- Prepare and submit in September, to the Squadron Sponsoring Committee a budget for the training program and its foreseeable requirements.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SHARING OF SPECIFIC RESPONSIBILITIES

(The figures indicate the chronological order or priority allotted to each duty)

SQUADRON SPONSORING COMMITTEE COMMANDING OFFICER

Quarters

Permanent Quarters for the Squadron

	1. Identify and justify needs based on Staff and Cadet numbers.
2. a. Make inquires, among the general public, to find adequate quarters necessary for training. (Office space, safe storage, classes, etc.) b. Make necessary legal arrangements when required	2. Ensure the proper use of and see to it that no inconvenience is imposed on the owner and the other users
3. Ensure the availability of quarters for the next training year at the end of the previous training year.	

Temporary Quarters

	1. Identify and justify the needs and requirements for the squadron's activities
2. Proceed in the same manner as for permanent quarters.	2. Proceed with the care as for permanent quarters.

Notes:

1. The Chairperson may ask the C.O. to make all the necessary arrangements.	1. The C.O. can suggest to the Squadron Sponsoring Committee a specific locale if he/she feels it meets the squadron's requirements.
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Financing

Campaigning

1. Organize and ensure the organizing of fundraising events.	1. Assist the Committee in encouraging personnel and cadets to take part in fund raising campaigns and when possible, to participate in public appearances and conferences.
	2. Make the proper recommendations to the sponsors and benefactors.
3. Issue to each donor, if requested, an official receipt for income tax purposes. See note C in "Charitable donations and official receipts."	
	2. The C.O. can not hold any funds in the squadron's name without the Chairperson's approval, except for a petty cash of between \$200 and \$300, as approved by the Chairperson.

Notes:

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE
As much as possible, do not use cadets for fund raising.

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

Budget

	1. Prepare in August for the Committee a cost estimate for planned activities and operating costs for the training year.
2. Study the C.O.'s budget and there after approve and support the projects selected.	
3. Consult the C.O. on all points needing a budget revision.	3. Along with the Committee, study all aspects needing modification with regard to the proposed budget.
4. Find a way to meet forecast expenses.	

Management

1. Assume responsibility for the financial commitments of squadron.	1. Inform the Committee of all necessary expenses on a regular basis.
2. Keep an account of funds and flight hours. Make sure that expenses are relevant. (see Note p. 7).	2. a. File all authorized claims with D.N.D. b. Remit to the Committee all allowances or other moneys intended for the squadron.
3. Ensure the security of funds and that a committee member is chosen to handle the moneys collected during fund raising campaigns or to allocate amounts to be spent for activities.	3. Remit to the Committee all invoices pertaining to purchase made from petty cash.
4. Take the necessary steps to negotiate and pay for supplies and services, including flight hours.	
5. Report to the C.O., on a regular basis, regarding the financial statements.	
6. Take inventory of supplies belonging to the squadron (other than military).	

NOTE:

The purpose of financing is to cover the various expenses related to the training of cadets, their activities and representation in the community. The Chairperson and Commanding Officer must work together to ensure that funds available are spent in the cadets' best interest.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

Public Relations

Publicity

1. Represent the squadron vis-à-vis the general public.	
	2. Remit to the Committee the necessary information concerning the squadron's training and conduct of activities.
3. Announce, through the media, all important upcoming events regarding the squadron and its members (awards, summer courses, competitions, special activities).	
	4. a. Support the Committee in its efforts by occasionally organizing public appearances by cadets and accompanying Committee members to official meetings, if so desired. b. Refer parents to the Committee for all questions arising from its jurisdiction.

NOTE: Refer to the Air Cadet League Public Relations Manual.

Recruiting

1. Coordinate the publicity campaign for recruiting new cadets.	
2. Use the media to announce when recruiting periods will be and make the general public aware of the advantages of this organization.	2. Support the recruiting campaign by organizing visits to schools and by ensuring representation at the information booths and other sites.
3. Obtain the advertising material required for the campaign and try to get local business involved in the design or production of the material.	
4. Welcome parents and new recruits, together with a League director on their first visit and give them a brief summary of the purpose and benefits of the organization.	4. Welcome parents and new recruits and give them a brief summary of the training program and special activities offered during an information session planned for them.
5. Try to obtain the parents' participation during cadets activities or for various work under the Committee's jurisdiction.	5. Perform administrative formalities required for the enlistment and opening of individual files for new recruits.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

Official Representation

1. Establish and encourage relationships with local dignitaries and authorities (members of Parliament, mayor, councilors, school commissioners, heads of organizations, company executives, etc.)	1. Support the Committee's efforts to encourage good relations with local dignitaries and others.
2. Invite local dignitaries and authorities to special activities or ceremonies. Highlight their presence or contribution to the squadron.	
3. Promote events where the squadron's benefactors will be thanked publicly for their efforts.	
4. Represent the squadron by participating in various meetings or other activities organized by the community.	4. Ensure availability during meetings organized by the Committee. Attend in uniform, when required.

Management

Administration

1. Look after the day-to-day management of the Committee.	1. Ensure the squadron's general management, as provided for in the references.
2. Transfer to the C.O. all correspondence received pertaining to cadets or to the squadron's management.	2. Communicate to SSC all relevant information as soon as it is received.
	3. Register and distribute mail received by the squadron in a timely manner.
	4. Submit the reports required by head-quarters.
	5. Keep up-to-date the work file as well as that of cadets and personnel.
	6. Allocate the payroll among personnel.

NOTE: The C.O is responsible for the squadron's military management.

Supplies

1. Negotiate and purchase necessary supplies and services required for training and not provided by the DND.	1. Order from the DND the supplies pertaining to cadets' uniforms and training.
2. Take the necessary measures to obtain all loans of supplies or services provided by local merchants or organizations.	2. Ensure control of the Squadrons Distribution Account.
3. Keep an inventory of supplies acquired by the squadron not belonging to the DND.	3. Keep an up-to-date inventory and make necessary transactions.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

4. Identify separately all supplies acquired by the squadron but not belonging to the DND.	4. Be responsible for cadets' uniforms and the returning of uniforms as required.
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NOTE: The Commanding Officer is responsible for all materials issued by D.N.D.

Personnel

1. Recruiting of qualified adults that may be enrolled as member of the Squadron.	1. Produce documents required for the military and Squadron Sponsoring personnel transactions (enlistment, promotion, transfer, release and SSC instructors' contracts.
2. a. Prepare favorable or unfavorable comments and make necessary recommendations concerning military personnel transactions, in accordance with required procedures. b. Witness the signing of SSC instructors' contracts.	
3. Along with the C.O., search for new members when required.	
	4. Ensure the competence and availability of new candidates; make the usual recommendations to the Committee during a meeting with them.
	5. Divide the main tasks and other functions necessary for the squadron's good development.
6. Inform the C.O. of all situations worth mentioning regarding the personnel.	
	7. Ensure future replacements at all levels of personnel. Supervisor personnel's training in order to assess the performance of each and everyone and offer advice when necessary.

NOTES:

1. The C.O. must form a staff that works well together. He must be given leeway in choosing his own personnel, considering that he will be responsible for them thereafter.
2. In the event of a major conflict which puts into doubt the credibility of the C.O or the Squadron Sponsoring committee, the plaintiff will follow the appropriate channels and will present a written report of the situation. A decision will be made by military and Squadron Sponsoring personnel after discussions will have taken place. A copy of the complaint will be sent to the parties concerned.
3. Before the procedure described in note 2 above can be followed, all parties will ensure that the problem has not been distorted by opinions and that no other solution is available to settle the conflict at the local level..

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

Training

Juniors, Seniors and Optional Training Program

	1. Present the program to the Committee and explain its content; refer to budget forecasts, if necessary.
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Program of Activities: (Social, Sports, Cultural, Inter-squadron, etc.)

	1. Consult with cadets and SSC to identify their preferences with regard to activities planned for the following season
	2. Prepare and present to the SSC an outline of the program and explain its purpose and content.
3. Ensure that the program offered meets the organizations goals and is beneficial to cadets.	
	4. Highlight to the SSC the support needed and the sharing of duties between military and SSC personnel.
5. Organize other social or recreational activities that are part of the program and ensure that someone from the organization attends these activities.	5. Help the SSC in organizing activities intended for the cadets and ensure personnel's participation in these activities.

Cadets' Review

	1. With the help of personnel, review the method of evaluating cadets.
	2. Inform the Committee about the manner in which cadets are reviewed.
3. Ensure that the process recommended by the C.O. is realistic and fair to all the cadets and that it allows for cadets' participation in all of the squadron's activities.	
	4. Post the results obtained for each cadet reviewed.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

Awarding of Promotion

	1. Inform the SSC and the cadets of the criteria followed to award promotions and consult the SSC concerning the candidates.
2. Ensure that the promotion process is fair to the cadets.	
3. Relay to the C.O. any comments concerning the candidates.	
	4. Assess each candidate and award the necessary promotions after consulting with personnel.
	5. Submit to the SSC the names of the cadets promoted.

Awarding of Summer Courses

	1. Follow the instructions issued by the Zone Training Office.
	2. Inform the SSC of courses offered along with the names of the cadets wanting to apply.
3. Ensure that the selection of the squadron's priorities is fair towards the cadets.	
4. Inform the C.O. of all details concerning candidates for the flying program and exchange visits and brief cadets in preparation for their interviews.	
	5. Inform the SSC of the squadron's list of priorities.
6. Discuss all documents requiring a study by the SSC and make the necessary recommendations.	
7. Contact the parents of cadets eligible for the flying program and exchange visits and inform them of the cost of these courses.	
	8. Inform the SSC of selections at the provincial level.

Awards

1. Same as for the awarding of promotions.	1. Same as for the awarding of promotions.
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NOTES: 1. In awarding the Strathcona Medal, as for all other awards, the C.O. and the SSC will make it a point of honor to unanimously introduce the squadron's candidate.

2. The SSC can, on its own, present awards to deserving cadets within their own jurisdiction. They will ensure, however, that the number of awards given will not diminish the actual value they represent.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

Discipline

General Discipline

	1. Establish and ensure adherence to regulations pertaining to discipline in the form of permanent orders to the squadron.
2. Support the C.O. in the application of regulations.	
	3. a. Ensure that personnel adopts proper behavior among themselves and vis-à-vis cadets. b. Ensure that the cadets are subjected to a constant discipline, keeping in mind their age and the needs of the organization. c. Ensure that the military personnel and cadets follow the rules regarding the wearing of the uniform and respect authority and military etiquette.
4. Inform the C.O. of all situations warranting mention so that he may properly intervene.	

Dismissal of a Cadet

	1. Inform the SSC in all instances of major disciplinary actions stating the reasons for a cadet's dismissal in writing.
2. Consult with the C.O., each time he reports a major disciplinary case, insure that the parents are advised.	2. Obtain the SSC approval to dismiss a cadet from the squadron after all other options have been tried.
3. Report in writing in the minutes of the meeting the reasons leading to a cadet's dismissal.	3. Inform the Zone Training office of any dismissal.

Disciplinary Case - Officers & Squadron Sponsoring Instructor

	1. Inform the Zone Training Officer of all major disciplinary cases regarding a member.
	2. Inform the SSC of all major disciplinary cases regarding a member.
3. Determine, along with the C.O., if there is reason to legal proceedings.	3. Bring to the SSC attention all disciplinary cases brought up by the C.O.
	4. Determine, along with the SSC, if there are reasons to resort to legal proceedings.
	5. Refer to the Zone Training Office depending on the seriousness of the case.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

SQUADRON SPONSORING COMMITTEE

COMMANDING OFFICER

Criticism and Other Comments

<p>1. Make sure that all members present to the Chairperson all comments regarding personnel, cadets and military responsibilities, so that he may pass them on to the C.O. At no time shall the members discuss these points with personnel or cadets, among themselves in front of personnel or cadets.</p>	<p>1. Obtain details in writing and signed from personnel and pass them on to the Chairperson. At no time shall the cadet or personnel discuss these issues with a member of the Committee; among themselves, in front of the members of the Committee or cadets.</p>
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COORDINATION

Meetings

<p>1. Give the C.O. the opportunity to attend the regular meetings of the SSC so that he can inform the Committee of how the Squadron is performing , carry out the required administrative duties and inform the Committee of the support requirements.</p>	<p>1. Invite the Chairperson or a designated member to regular meetings held in order to keep the SSC informed of what is going on with the Squadron.</p>
<p>2. Inform the C.O. in advance of the issues that he may be asked to discuss during meetings -so that he has a chance to prepare himself.</p>	<p>2. Submit in advance to the Chairperson the issues that need to be included on the agenda.</p>
<p>3. Give the C.O. a copy of the minutes of the previous meeting and a copy of the financial statements.</p>	<p>3. Ensure good communication among the staff and Squadron Sponsoring committee.</p>

NOTE: Correspondence and exchange of information are encouraged between regular meetings so as not to burden the latter and create useless delays and to maintain a maximum level of effectiveness between the parties involved.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

ELIGIBILITY TO THE COMMITTEE

- ◆ Anyone wanting to serve on the Committee must be 18 years and over.
- ◆ Anyone interested must submit a written application which will be studied by the Committee members.
- ◆ The Committee will consist of a **minimum** of 5 voting members. It would be preferable if there were no family ties between the Chairperson and the C.O.
- ◆ The squadron's military personnel cannot be Committee members. Squadron Sponsoring instructors, however, cannot belong to the Committee as voting members.
- ◆ Among the squadron's military personnel, only the C.O. will attend the Squadron Sponsoring Committee's regular meetings. However, if unavailable, the C.O., can delegate a representative.
- ◆ The Squadron Sponsoring Committee can, with the C.O.'s approval, or at his request, ask any other officer to attend the meetings if necessary. Any military personnel attending these meetings has no voting right.
- ◆ When there is no shortage of volunteers to serve on the Squadron Sponsoring Committee, it is preferable and this only with the general approval, that there be no family ties (blood or marital ties) between voting members.
- ◆ It would also be preferable to have a certain number, even a large number, of members who are not parents of cadets.
- ◆ It would be beneficial to recruit members whose influence or contacts may benefit the squadron.
- ◆ Complete Volunteer Screen form, and renew the form each five years.

MEMBERS' RESPONSIBILITIES

General

- ◆ All Squadron Sponsoring Committee members have the same responsibilities concerning the squadron's goals, objectives and management.
- ◆ All Squadron Sponsoring Committee members should respect the sharing of duties and responsibilities between the Committee and squadron personnel and not interfere in any way be deemed unreasonable. The same applies to the squadron personnel.
- ◆ The Squadron Sponsoring Committee must ensure, along with the C.O., that all activities organized by the squadron for cadets are beneficial and respect the spirit of the organization.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

Attendance

- ◆ All members must make an effort to attend all meetings called by the Chairperson. If a member is unable to attend, he should inform the Secretary or Chairperson.
- ◆ Except for exceptional reasons, a member absent from meetings for 3 consecutive months may be dismissed from the Squadron Sponsoring Committee.
- ◆ The attendance of one or more Squadron Sponsoring Committee members is preferable on the days/evenings of the squadron's training session. These members must not interfere with the training program or hinder the progress of activities and the work of the personnel. Their comments should be made to the Chairperson, who will pass these on to the C.O. The Chairperson can select members to attend these training sessions according to a pre-established schedule.

Financing

- ◆ All Squadron Sponsoring Committee members must ensure the proper management of squadron funds and together assume responsibility for these.
- ◆ All members should make suggestions to find methods of raising funds for the squadron.

The members must vote on a special budget covering the traveling and accommodation expenses of the Chairperson and the C.O. during special events, such as the Annual Meeting of the Air Cadet League of Saskatchewan.

EXECUTIVE COMMITTEE MEMBERS' RESPONSIBILITIES

Chairperson

- ◆ Preside over all Squadron Sponsoring Committee meetings and conduct them according to established procedures.
- ◆ Ensure that all resolutions taken by the Squadron Sponsoring Committee are carried out.
- ◆ Represent the Squadron Sponsoring Committee's position vis-à-vis the general public and cadets' parents. he / she should, however, refer to the C.O., questions pertaining to the latter jurisdiction.
- ◆ Supervise the work of Squadron Sponsoring Committee members, including the Executive Committee, regardless of their duties.
- ◆ Ensure that the Squadron Sponsoring Committee's various responsibilities are delegated and carried out.
- ◆ Decide the dates for meetings.
- ◆ Establish the agenda for each meeting.
- ◆ If unavailable, appoint the Vice-Chairperson to replace him/her during meetings.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

- ◆ Represent the squadron at all official functions, particularly at air cadet functions, at social clubs and other events requiring public relations before the general public and its dignitaries. If unavailable, he/she should appoint a Squadron Sponsoring Committee member to replace him/her.

Vice-Chairperson

Act on behalf of the Chairperson when requested to do so by him/her.

Secretary

- ◆ Draft the minutes of all Squadron Sponsoring Committee meetings and distribute them to the members, after the Chairperson's approval .
- ◆ Call by telephone all members to various meetings and activities.
- ◆ Keep a record of incoming mail, inform the members and prepare the necessary replies.
- ◆ Fill out and forward to the Ottawa League Office, all catalogue orders, and distribute these to the members.
- ◆ Organize and file for future reference all working and reference documents being passed around the Squadron Sponsoring Committee.
- ◆ Gather, in an orderly manner, all documents relevant to the monthly meeting, such as:
 - a) Identifying cover page;
 - b) Minutes of the last meeting;
 - c) Agenda;
 - d) Monthly statement of revenues and expenses.

Treasurer

- ◆ Assume the responsibility and safekeeping of' squadron funds.
- ◆ Keep a strict accounting of the squadron's revenues and expenses.
- ◆ Present a detailed report of all financial transactions accumulated during the month along with an updated balance sheet at each monthly meeting, with a copy to the C.O.
- ◆ Keep an up to date inventory of all non DND supplies belonging to the squadron and identify the supplies with the squadron's name.
- ◆ Issue the necessary cheques for payment of the Squadron Sponsoring Committee's commitments and invoices. (Each cheque must bear 2 signatures, the Chairperson's the Treasurer's or any other member designated by the Squadron Sponsoring Committee).
- ◆ Draft a year-end financial statement (August 31) using the League's form ACC9,(<http://aircadetleague.com/for-members/forms-documents/>) have it revised by the Chairperson and forward it to the League. Complete T3010 form for Registered Charity (<https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t3010.html>)
- ◆ Collect in person all funds resulting from various fund-raising campaigns and donations. (If unavailable, he/she should be replaced by the Chairperson or any person appointed by the Squadron Sponsoring Committee.)

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

- ◆ Ensure that all entries to the General Ledger are made on non-detachable sheets.
- ◆ Prepare and record all official receipts issued for charitable donations (see note).
- ◆ Allocate a lump-sum amount to each designated Squadron Sponsoring Committee member within the limit of the duties assigned to him/her by the Squadron Sponsoring Committee.
- ◆ Update the accounting of the C.O.'s petty cash and credit it as required.
- ◆ The Squadron Sponsoring Committee can ask for a receipt number from the Department of Revenue in order to issue official receipts by filling out form T2050 .
- ◆ Department of Revenue on-line forms at <https://www.canada.ca/en/revenue-agency/services/forms-publications/forms/t2050.html>
- ◆ Have assigned duties where individual abilities will be used to the fullest in order to meet the squadron's goals. (For ex: advertising, meals, transportation, purchase of supplies and services, financing, etc.).
- ◆ Using their organization skills in occasional duties (social events, annual reviews, sports activities, get-togethers, etc.).
- ◆ Issue a report on their respective duties and responsibilities at each meeting and/or at the Chairperson's request.
- ◆ Ascertain the cooperation and support of other Squadron Sponsoring Committee directors for the carrying out of assigned duties.
- ◆ When necessary, ask for the support of people not belonging to the Squadron Sponsoring Committee or of organizations that can provide beneficial resources.
- ◆ The Squadron Sponsoring Committee can entrust different responsibilities according to the choice and personal aptitudes of any potential director. This can be decided by vote.
- ◆ However, it is suggested that considering local conditions, a 3-month trial period be allowed before entrusting any member with specific duties, thus allowing them to familiarize themselves with the Squadron Sponsoring Committee's and the squadron's operations.

A few forms are enclosed in the Appendices as examples.

GENERAL MEETING

- ◆ A quorum of 50% plus 1 is mandatory to call a meeting.
- ◆ The Squadron Sponsoring Committee must hold at least one meeting each month during the training year.
- ◆ The Chairperson must ask to open each meeting and the request should be seconded by a member.
- ◆ The agenda will contain the following information:
 - a) Attendance
 - b) Reading and approval of minutes from last meeting

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

- c) Reading of the agenda
 - d) Treasurer's financial report
 - e) Mail
 - f) Directors' report
 - g) C.O.'s report
 - h) Items on the agenda
 - i) Miscellaneous
- ◆ All items on hold in the minutes of the previous meeting will be discussed first on the new agenda. The items in abeyance in the previous miscellaneous section will be dealt with first among the items under new business on the agenda.

 - ◆ After the reading of the agenda, the Chairperson will ask for someone to motion for the adoption of the agenda and someone to second the motion.

 - ◆ Each resolution on the agenda must be voted on and included in the minutes.

 - ◆ Members present at a meeting will ask permission to speak by raising their hands

 - ◆ The Chairperson will, when necessary, call the meeting back to order.

 - ◆ In case of a tie vote, the Chairperson will decide.

 - ◆ At the end of the meeting, the Chairperson will ask for someone to motion to adjourn the meeting and someone to second the motion.

ELECTIONS

- ◆ The Executive Committee is elected at the end of the training year for a period of one year (until the end of the following training year).

- ◆ The election of the Executive Committee must be arranged so that the newly elected members can take up their position at the end of the training year.

- ◆ Finances permitting, a lump-sum amount will be voted on before the election, to be available for the new Squadron Sponsoring Committee during the summer season.

- ◆ The Nominating Committee, preferably someone who is not a member of the Squadron Sponsoring Committee, but who is familiar with the required procedures and the air cadets' organization, may choose a Chairperson. (A former Chairperson, League Representative, etc.).

- ◆ About two weeks before the election the Chairperson of the Nominating Committee will gather the nominations and prepare a ballot paper containing the nominations for each position to be filled.

- ◆ The Chairperson of the Nominating Committee will call all voting members to the election; only these members are allowed to cast a secret ballot.

- ◆ The Chairperson of the Nominating Committee will separate and count the votes and inform the members of the results.

SECTION VI - GUIDELINES TO SQUADRON SPONSORING COMMITTEE

- ◆ Elected members will be asked to take their positions right after the end of the training year. In the meantime, the out going committee and the incoming committee will exchange functions and documents.

Section VII Policy



SASKATCHEWAN PROVINCIAL COMMITTEE

2019

Section VII Policy

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Section VII Policy

Advisory Committee

Policy

The Advisory Committee shall;

- ◆ when requested by the Executive Committee assist the Committee on an as required basis.
- ◆ establish a Nominating Committee for the nomination of members to the Board of Directors. A minimum of three members of the advisory is required for the nomination's committee.
- ❖ Approved 19th October 1997.

Procedures

The Advisory Committee shall meet as required to form a Nominating Committee. The Immediate Past Chairperson shall preside over this Committee.

- ❖ Approved 19th October 1997.

Awards Committee

Policy

The Awards Committee shall:

- ◆ establish and maintain Provincial League participation records.
- ◆ organise the set-up and administration of the Provincial Selection Board process.
- ◆ make recommendations to the Board of Directors for addition and deletion of awards.
- ❖ Approved 19th October 1997.

Procedures

Provincial League Participation Award

Awards will be presented to Saskatchewan Air Cadet League Directors and Advisory member for 10, 15, 20, 25, 30, 35, 40, 45 and 50 years of service to the Cadet Movement.

- ❖ Approved 19th October 1997.

Provincial Selection Boards

The Awards Committee shall be responsible:

- ◆ to establish and administer the Provincial Selection Boards.
- ◆ to select the courses that will comprise the Selection Boards.
- ◆ to adhere to the National Standards for the selection and nomination of candidates.
- ◆ to select the best candidates for the courses, and reject candidates that fail to meet National Standards.

Section VII Policy

- ◆ to review the marking guide yearly and make changes as required.

❖ Approved 19th October 1997.

Provincial Awards

The Awards Committee shall;

- ◆ with the co-operation of our National Defense partners, make selections of Provincial Awards outlined in the Administration Manual.
- ◆ when there is no suitable recipient, the award will not be presented that year.
- ◆ recommend to the Board of Directors the addition or retirement of awards.

❖ Approved 19th October 1997.

That the Sask Air Cadet League have a Top Urban Squadron (#34, 38, 40, 41, 43, 107 and 702) and a Top Rural Squadron (all other squadrons) Award presented annually. The criteria for the awards will be based upon and selected by the Regina Cadet Detachment

❖ Approved 9th September 2006

Aviation Committee

Policy

The Aviation Committee shall;

- ◆ establish and administer financial support for the Aviation programs within the Province.
- ◆ make recommendations to the Regional and National Gliding Operations Officers and the Air Cadet League National Aviation Committee.

❖ Approved 19th October 1997.

- ❖ That if part II of the 2003 MOA (Memorandum of Agreement) is approved by the DND and the Air Cadet League, then the Sask Air Cadet League will no longer be charging the Flying / Gliding registration for the SIRP program to the squadrons.

❖ Approved 12th April 2003

- ◆ That the Saskatchewan Air Cadet League becomes a member of the Saskatchewan Aviation Council.

❖ Approved 12th April 2003

Section VII Policy

Camp Saskadet Committee

Policy:

Loss or damage of Equipment

Any loss or damage to Camp Saskadet equipment, buildings or furnishings shall be assessed to the Squadron/Corps deemed responsible for the loss or damage.

Procedure

- ◆ Whenever a loss of equipment is reported or discovered, the Camp Custodian will notify the Commanding Officer and a thorough search will be initiated. If the search fails to locate the lost item, the cost of the replacement will be submitted to the Commanding Officer for payment by the Squadron / Corps.
- ◆ Damage to buildings, furnishings or equipment that are considered repairable, the following shall apply:
 - ◆ the actual cost of repairing items will be submitted to the Commanding Officer for payment by the Squadron/Corps.
 - ◆ damage to buildings such as holes in drywall, depending on the extent of the damage will be assessed at a minimum of \$ 50.00 per break.
 - ◆ damage to items that are not repairable may be replaced by the Squadron/Corps with a like item or pay for the cost of replacement by the Camp Saskadet Committee.
- ❖ per Saskadet Committee

Policy - Camp Standing Orders

- ◆ Every Camp Saskadet user shall be required to be familiar with the contents of the Camp Standing Orders, regulations and policies issued by the Committee.
- ❖ per Saskadet Committee

6 Apr 02

MOTION: D / 2002 / 04 –7 Wayne Goldfinch Second: Gord McRae

That Wilf Rodenberg be reimbursed for travel to the Camp at a rate of 15 cents/kilometer cash payment and 15 cents/kilometer tax receipt for work done at the Camp.

Carried

Camp Saskadet Cancellation Policy

A cancellation fee of \$350.00 will be charged to any unit that cancels a booking at Camp Saskadet with less than two weeks notice. This fee will be waived if the cancellation is due to unavoidable circumstances.

Rational of Policy:

1. The intent of the cancellation fee is to not tax the squadron, but rather to ensure that squadrons are not booking the camp on the chance that they would use the camp.
2. A two-week notice of cancellation is a very short time to get another squadron to use the camp. (The goal of the camp is for it to be used as many weekends as possible.)
3. The \$ 350.00 fee is intended to recoup some losses on the weekend that the camp cannot be used due to a short notice cancellation.
4. There will be no fee charged for last second cancellations due to weather or other serious issues that make it impossible for the squadron to utilize the camp as planned.

Section VII Policy

- ❖ Approved 24th Oct 2004

That the Air Cadet League adopt the following Camp Saskadet Cancellation policy:

- ◆ “A cancellation fee of \$350.00 will be charged to any unit that cancels a booking at Camp Saskadet with less than two weeks notice. This fee will be waived if the cancellation is due to unavoidable circumstances”

- ❖ Approved 24th Oct 2004

Curling

Policy

- ◆ In the event of a dispute during a Zone or Final Play down, the Curling Chairperson shall have the final say in interpretation of the rules. Changes to the rules and regulation arising from this dispute may be proposed at the next Annual General Meeting.
- ◆ The curling Chairperson shall present his budget to the Provincial Treasurer by the 15th of July for the coming year.
- ◆ All expenditures by the Curling Committee must be accompanied with receipts and Chairperson authorisation.

- ❖ Approved 19th October 1997.

Effective Speaking Committee

Policy

- ◆ In the event of a dispute during a Zone or Provincial speak off, the Effective Speaking Chairperson shall have the final say in interpretation of the rules.
- ◆ Recommendation for changes to the rules and regulation will be made to the National Effective Speaking Chairperson for their final approval.

- ❖ Approved 19th October 1997.

Fund Raising Committee

Car Raffle Procedures

- ◆ Prize - The major prize will be a new automobile or designated cash sum, Secondary prizes will be determined annually. (Total prize cost shall not exceed 25% of projected gross income).
- ◆ Draw date shall be the date of the Provincial Committee Annual General Meeting Banquet.
- ◆ Raffle tickets will be distributed to all squadrons at Selection Boards held annually in March.
- ◆ Squadrons are to appoint a raffle ticket Chairperson and forward name, address and phone number to the Provincial Committee Car Raffle Chairperson.
- ◆ When a vehicle is on loan from a dealer and is used to promote sales, car dealership and mall regulations and requirements must be respected and accommodated.
- ◆ Lottery regulations require that all moneys from the sale of raffle tickets must be turned in to the Raffle Chairperson. A complete record of tickets sold and money turned in by each squadron will be maintained. Following the draw, squadrons will be reimbursed for any money at a rate of \$2.00 per book sold plus any applicable bonus. .
- ◆ Squadron sales in excess of 8 books per Cadet on strength at the annual inspection will bring to the squadron a bonus return of \$1.00 per book.

Section VII Policy

- ◆ On receiving raffle tickets, you are encouraged to start ticket sales and continue sales through to October.
- ◆ Ticket revenue along with the sold ticket stubs are to be returned regularly. Monthly returns are ideal. Ticket stubs and revenue turned in must balance. Each return will be receipted.
- ◆ Ticket stubs and sales revenue are to be sent to the Air Cadet League Office in Regina. Mail directly or pass on through your Area Director.
- ◆ **DO NOT SEND CASH** for ticket sales, use a cheque or money order.
- ◆ **ALL UNSOLD** books must be returned at the Annual General Meeting.
- ◆ **LOST BOOKS of TICKETS** is the responsibility of the Squadron; the Squadron will be charged the sum of \$8.00 for each lost book of tickets.
- ◆ Sales commissions and bonus money will be forwarded to squadrons within 30 days of the raffle draw.

❖ Approved 19th October 1997.

Finances

Treasurer

The Treasurer shall keep an accurate account of all ordinary receipts and disbursements of the Provincial Committee. The Treasurer shall submit an audited statement of the Provincial Committee's financial position at each Annual Meeting, or at such other times as may be directed by the Provincial Committee. The Treasurer is required to forward a copy of same to the Air Cadet League of Canada immediately following acceptance by the Provincial Committee. (ACC9P)

❖ per Constitution

Financial Control

The Treasurer will maintain, in the name of the Provincial Committee, an account in a chartered bank. All moneys received by the Provincial Committee will be deposited in the appropriate account. All subsequent Provincial Committee disbursements will be made by cheques.

❖ per Constitution

That the Saskatchewan Air Cadet League levee a \$ 20.00 charge for all Non Sufficient Fund Cheques (NSF).

❖ Approved 7th April 2001

Approval for Expenditure

- ◆ \$ 1.00 to \$ 2,500.00 Committee Chairperson, Treasure and designated Board of Directors Member may authorise expenditures on approved budget items.
- ◆ \$ 2,500.01 to \$ 5,000.00 Committee Chairperson and Executive Committee may authorise expenditure on approved budget items.
- ◆ Over \$ 5,000.00 Committee Chairperson and Board of Directors may authorise expenditure on approved budget items.
- ◆ All non-budget expenditures, Committee Chairperson and Board of Directors may authorise expenditures.

Payment Procedure

- ◆ \$ 1.00 to \$ 2,500.00. Any two authorized signatures must sign cheques.
- ◆ \$ over 2,500.00. The Treasurer and one other authorized signature must sign cheques.

Financial Transactions

Proper documentation is required with each cheque (Journal entry form, valid invoice, memo of authorization, and Executive Committee or Board of Directors approval).

Section VII Policy

Journal entry form must have the following information :

- ◆ Numbered
- ◆ Dated
- ◆ Invoice amount
- ◆ Expenditure authorization
- ◆ Proper designation and description
 - ◆ ei: Aviation Committee - winch motor repair, Moose Jaw Zone,
 - ◆ Saskadet Committee - furnace filters barrack blocks
 - ◆ Office supplies - postage expense
- ◆ Directors Donation - expense account
- ◆ Expenditure that have been authorized by a motion at an Executive or Directors Meeting the description should be as follows:
 - ◆ Aviation Committee - engine overhaul Aircraft XYZ, approved Directors Meeting 17th October 1998.
 - ◆ Camp Saskadet Committee - replace water heater, approved Executive Committee Meeting 26th October 1998.

Journal entries for bank deposits must have copies of deposit slips attached, and explanation must appear on the Journal entry form.

Fiscal year end

The fiscal year end for the Saskatchewan Provincial Committee is 31 August.

- ❖ per Constitution

Budget

The Committee Chair responsible for each activity will complete the budget expenses for each provincial activity. The budget expense for each activity shall be submitted to the Provincial Treasurer by mid June for the upcoming fiscal year. The Provincial Treasurer and the Finance Committee shall establish a Provincial Budget for the upcoming fiscal year. That budget will be presented for approval to the Executive Committee, the Board of Directors and at the Annual General Meeting.

The Treasurer along with the Chair of the strategic planning committee and Finance Committee will be responsible for the establishment and updating of the budget forecast for the next three years.

Reimbursement of Expenses

With the approval of the Board of Directors, and if funds permit, members may be reimbursed for travelling and judicious expenses incurred in connection with approved Provincial Committee Business.

- ❖ per Constitution

The person incurring the expense is responsible for the timely submission of travel expenses (approved forms per appendix) for approval by the Provincial Chairperson and the Provincial Treasurer. The Provincial Treasurer will issue a check for approved expenses, and twice a year issue tax receipts for donation.

All expenses will be approved only when covered by proper statement / receipt documentation, with the exception of mileage reimbursement that has been linked to [uses the National Treasury Board rate for personal vehicle travel](#) and meals to a maximum of \$15.00 per day.

- ❖ Amended 12th Apr 2008

SLGA Rebate Program

That the Sask Air Cadet League distribute the SLGA rebate in the following manner: Divide the money in thirds. One third to stay with the Sask Air Cadet League to be used as the committee directs, one third to be divided by the number of squadrons and be rebated directly back to the squadrons and one third to be divided on a percentage basis based on the previous years ticket sales and rebated directly back to the squadrons.

Approved 12th April 2008

Section VII Policy

Clothing Program

There is a need to up the Clothing Inventory limit to \$ 2,000.00 from \$ 1,000.00 to allow Awards Committee more freedom on purchasing clothes.

That the Clothing Inventory Limit be capped at \$ 2,000.00.

❖ Approved 12th April 2003

Employee Benefits

Expenditures relating to salary increases, benefits, honorariums etc. must have Executive Committee approval.

All employee benefits must be reflected in the budget.

Month end

All financial transactions will be forwarded to the Treasurer at the end of each month (Journal entries etc.)

AGM Polices

1. That the registration fee for Delegates be increased to \$ 70.00 and that the squadron registration fee be increased to \$ 130.00.
2. That Cadets attending the Annual General Meeting as a full delegate will be charged \$ 45.00, and that Cadets attending only the Awards Banquet be charged the current year Banquet fee.
3. Invite that Cadet Award Winners including the International Exchange Cadet participants free to the Awards Banquet.
4. That parents of Cadet Awards Winners including the International Exchange Cadets be charged the current year Banquet fee to attend the Awards Banquet.

❖ Approved 6 January 2001

National League Polices - Finances

- ◆ That the Air Cadet League of Saskatchewan will assist the National Air Cadet League with the Legal Defense fund at a rate of \$ 1.50 per Cadet per year to a maximum of \$ 100,000.00 raised by all Air Cadet Leagues across Canada. Furthermore the Sask Air Cadet League refuses to have any money raised from this fund to be used for anything other than the Legal Defense of the Cadet Leagues.

Carried unanimous

❖ Approved 16 April 2004

- ◆ The Sask Air Cadet League will not agree to any funding proposal that has the Provincial Committees funding the National Air Cadet Office core operations.

Carried unanimous

❖ Approved 16 April 2004

- ◆ Be it resolved that the Air Cadet League of Canada, Saskatchewan Provincial Committee vehemently disagree with charging Cadets a yearly fee or any fee whatsoever to participate in the air Cadet program

Passed Unanimously

❖ Approved 12th April 2008

Reserve Accounts

Aviation Reserve

Section VII Policy

- ◆ This reserve is intended for the replacement of large capital assets on a continuing basis. The primary goal of this fund is the replacement of the Air Cadet League aircraft engines. This fund may also be used for the repair and replacement of any structural components of the aircraft and for the replacement and repair of support equipment.
- ◆ The Aviation Committee Chairperson and committee must initiate request to the Executive Committee for funding from this reserve. Approval for withdrawal of funds will be by the Executive Committee in consultation with the Aviation Chairperson.
- ◆ The upper limits for the Aviation Reserve shall be \$ 120,000.00

❖ Amended 11 January 2009

Camp Saskadet Reserve

- ◆ The purpose of this reserve is to provide for capital expenditures and for periodic improvements to Saskadet buildings, grounds, equipment and infrastructure.
- ◆ The Saskadet Committee Chairperson and committee must initiate request to the Executive Committee for funding from this reserve. Approval for withdrawal of funds will be by the Executive Committee in consultation with the Saskadet Chairperson.
- ◆ The upper limits for the Camp Saskadet Reserve shall be \$ 60,000.00.

❖ Amended 11 January 2009

Jack Park Scholarship Reserve

- ◆ This fund is in memory of Jack Park's contribution to the Gliding Program in Saskatchewan. The \$200.00 annual scholarship will be awarded to the Top Saskatchewan Gliding Scholarship candidate as determined by the Regional Gliding School course reports. The Provincial Committee is to ensure that sufficient funding is available in the reserve.
- ◆ The upper limits for the Jack Park Scholarship Reserve shall be \$ 3,000.00.

❖ per Directors Meeting 16 February 1997.

Chairpersons Reserves

- ◆ This fund may be used in emergencies to supplement other reserves or where budgets do not accommodate. This fund may also be used to cover shortfall in league sponsored programs where the short fall threatens continuance of the program.
- ◆ Authorization for funding from this reserve will be determined by the Executive Committee.
- ◆ The upper limits for the Chairpersons Reserve shall be \$ 25,000.00.

❖ Amended 11 January 2009

National AGM Hosting Reserve

- ◆ This reserve has been set up to finance the National Air Cadet League of Canada annual general meeting to be held in Saskatchewan.
- ◆ Expectations are that most of the funding from this reserve will be recovered and can be returned to the Saskatchewan Provincial Committee assets.
- ◆ As originally proposed and agreed on the contribution to the fund will be up to \$2,000.00 per year.

Section VII Policy

- ◆ The convention Chairperson and committee must initiate requests to the Executive Committee for funding. Approval for the withdrawal will be by the Executive Committee in consultation with convention Chairperson.
- ◆ The upper limits for the AGM 2000 Reserve shall be \$ 20,000.00.

❖ Amended 11 January 2009

Aerospace Training Reserve Fund

- ◆ This reserve is intended for the training of Cadets interested in Aviation as a Career. The selection for training if possible be completed by the Provincial Awards Committee during Camp Selection Boards. If time does not permit Provincial Awards Committee selection, then the Aviation Committee Chairperson and Committee shall select the Cadets.
- ◆ The Aviation Committee Chairperson and committee must initiate request to the Executive Committee for funding from this reserve. Approval for withdrawal of funds will be by the Executive Committee in consultation with the Aviation Chairperson.
- ◆ The upper limits for the Aerospace Training Reserve shall be \$ XX,XXX.XX.
- ✓ This section needs to be approved

General Reserve Procedures

- ◆ Funds contributed by the Air Cadet League of Saskatchewan Provincial Committee or donated to the reserves shall be deposited to an interest bearing account. The accumulated interest shall be applied to the reserve either on a monthly or quarterly basis.
- ◆ The Air Cadet League has committed to contribute annually to each reserve. The amounts will vary depending on the financial position of the League and the need determined by forecasts, etc.
- ◆ The limits for each reserve account will be reviewed yearly by the Board of Directors and may be changed when deemed necessary.

❖ per Directors Meeting 16 February 1997.

Strategic Planning Committee

Policy

The Strategic Planning Committee was established for program development and evaluation of all provincially operated programs to maximize available resources and develop required programs ensuring these serve to create Cadets who are excellent citizens with high self esteem, positive attitude, self discipline and leadership skills.

❖ Approved 19th October 1997.

Procedures

The Strategic Planning Committee shall;

- ◆ meet as required during the year.
- ◆ once a year as determined, the Strategic Planning Committee will host a general meeting with all directors to evaluate and establish tactical plans for the next five years.
- ◆ make recommendations to the Executive Committee.

❖ Approved 19th October 1997.

- ◆ That the Air Cadet League run its Long Range Planning Meeting in conjunction with the August Directors Meeting at Camp Saskadet on a yearly basis.

Section VII Policy

❖ Approved 28th October 2001

Squadron Bonding

4 Jan 03

MOTION: D / 2003 / 01 – 6 Tony Cloutier Second: Bob Wheatley

That the Sask Air Cadet League squadron Civilian Committee Treasurer must be bonded.

Carried

NOTE: Squadrons to be informed that they can bond as many volunteers through the AON Reed Stenhouse package as a cost of \$ 20.00 per person.

Bonding

Discussion surrounding the implementation of the bonding versus credit checking rule from the January 4, 2003 Directors meeting was readdressed. Although the current motion requiring squadron Civilian Committee Treasurer's to be bonded is a good and valid motion, there was a second part to the motion that was missed. The second part of the motion that was missed was to give the squadrons an option of either getting bonded instead of a credit check.

MOTION: D / 2003 / 04 – 6 Rick Fesciuc Second: Tony Cloutier

That Bonding is accepted in lieu of Credit Check for Level 3 Volunteer Screening in the Saskatchewan Air Cadet League Volunteer Screening system. Credit Checks from financial institutions will still be accepted for Level 3 Screening.

Carried

Squadron Bonding is now used for most of the Squadron Executive for screening. This could be renamed under volunteer Screening and maybe update these motions.