 **809 Squadron Sponsoring Committee**  

**809 Newark Squadron Sponsoring Committee Policies and Practices**

**Introduction**

A decision to join and work with the Squadron Sponsoring Committee (SSC) will involve the following commitment of time on behalf of our Air Cadets:

* a 2-3 hour meeting once per month on Wednesdays, possibly some pre-meeting preparation and/or post-meeting activity;
* 6-8 hours preceding and during the Weekend for the Annual Ceremonial Review and Awards Banquet, 6-8 hours on 2 Saturdays/yr for 2 Bottle drives, 2-4 hours on two to three Saturdays/yr for Bottle drop-offs, plus other occasional Bottle Pickup times and 4-8 hours twice/yr assisting during Air Cadet Tag Day Weekends;
* Committee work as assigned, i.e.; Corporate Sponsorship, PR, Effective Speaking, Parent Liaison, Special Events etc. The average time commitment is about 5 hours/month;
* Primarily between Sept-June, Activity levels are decreased during the summer!

**The Duties of the SSC**

* Assist the Squadron staff with recruiting: cadets, officers, volunteers, SSC members;
* Screen and Register all volunteers, including SSC members;
* Fund raising in partnership with the CO, particularly if cadets are going to be involved
* Provide adequate local headquarters and/or training facilities for mandatory activities;
* Provide transportation for cadets and staff as part of budgeted training activities;
* Assist in funding optional training activities, including special trips;
* Provide the management of Squadron finances - The BIG One!;
* Maintain contact with the ACLC Ontario Provincial Committee and ensure that Squadron and SSC information held by the OPC is accurate and up-to-date;
* Accept and carry out other duties outlined in the MOU; and
* Accept other duties and responsibilities agreed to between the CO and the SSC Chair

**How to join the SSC**

If you have examined your schedule and the activities of the SSC in supporting our Air Cadets and would like to join the Committee, the first step is to make your intention known to the Chairperson of the Committee. Any member of the Committee or Squadron Staff can assist you if you do not know who to see. Here’s the rest of the process:

* You will need to fill out a series of application forms; an OPC original application form for new applicants, an accompanying non-disclosure and ethics agreement and a civilian volunteer agreement (CATO 23-07). The application form requires that you provide contact information for 3 personal references that must be provided;
* You should advise the people you’ve selected as references that they will be called;
* You must also complete a Niagara Regional Police (NRP) Services application form requesting both a standard police screening plus a vulnerable sector screening (VSS). The VSS is required to ensure the SSC and the Air Cadet League that there is no record of incidents on your file;
* You will need to submit a passport style photo to accompany your application form. The photo will be used on your Air Cadet League (OPC) identification card;
* If, during the VSS actions taken by the NRP, a name similar to yours and/or a similar birthdate is identified, the NRP will ask for you to be fingerprinted to ensure that you are not the individual identified. This happens rarely for female applicants but happens routinely for male applicants. Male applicants should expect to be fingerprinted during the application process;
* Once the application forms are completed and a photo submitted, you must attend a short interview, usually about 15 minutes, conducted by two persons registered as Air Cadet League Directors. The SSC Chairperson is usually one of the interviewers;
* Upon successful completion of the interview, your part is done. The SSC will call the personal references that you have provided. If the reference check is normal, the SSC will submit the completed paperwork and photo to the Air Cadet League (OPC) with a recommendation to enroll you and issue you with an identification card (ID). This card should be carried at all times and displayed when you are involved in Air Cadet activities involving Air Cadets. Other than as a parent, you should not be involved in Air Cadet activities until you have the ID card in your possession.

**Composition of the SSC**

The Air Cadet League of Canada (ACLC) Ontario Provincial Committee (OPC) standard is that each Squadron shall have a SSC that consists of not less than 5 people committed to carrying out the duties listed above on behalf of local air cadets. The ACLC recommends that SSCs be staffed with both parents of cadets and other interested members of the community to avoid the SSC becoming a senior Parent’s Committee.

The OPC requires that each SSC consists of a Chairperson, a Treasurer, a Secretary and at least two SSC Directors with duties as outlined in the OPC Squadron Sponsoring Committee Handbook.

The 809 SSC policy is that the 809 SSC shall consist of not less than 5 members and not more than 8 members. The policy also provides that not less than 2 members of the SSC shall be from the community at large.

The 809 SSC Chair has a responsibility to develop a succession plan for the Committee that permits a smooth succession when any 809 SSC member leaves the Committee. Wherever possible, the Chair shall arrange the succession process to allow the incoming Chairperson/Treasurer/Secretary to understudy for the current holder of the position for the year prior to taking over the responsibilities of the position.

The 809 SSC policy is that the 809 Squadron Commanding Officer (CO) is an *ex officio* member of the SSC. The SSC Chair shall ensure that the CO has an opportunity to provide an update at regular SSC meetings.

**SSC Meetings**

It is the policy of the 809 SSC to hold regular meetings at least once per month during the normal training season and as required at other times. Regular meetings shall be held on the regular meeting/parade night for 809 Squadron.

Continuity, regular and predictable contributions of time and staying current with issues affecting cadets is an important part of being a SSC Director. Regular attendance at monthly SSC meetings is a must. Unique extended absences must be negotiated in advance between a Director and the SSC Chair. It is the policy of the 809 SSC that missing 3 consecutive monthly meetings shall be considered as abandoning the Director’s position. The SSC shall discuss the absences at its first meeting after the occurrence and decide on an appropriate course of action.

**Code of Conduct and Supervision of Cadets**

All potential and current Sponsoring Committee Members understand that every cadet, staff member and fellow Sponsor will be treated with respect at all times. It is important to remember that this is a volunteer organization and that we must endeavour to be good listeners and problem solvers who always have the cadet’s and Squadron’s best interest at heart.

Supervision of cadets is done primarily by Squadron Staff members, and occasionally by Sponsoring Committee members. Supervision quotas will be provided by the Commanding Officer for each event. It is important that you follow these directions to meet the safety requirements of the program as dictated by the Department of National Defence.

**Acknowledgement and Acceptance of Policies**:

Member Name: Signature: Date:

Chairman Name: Anthony Hendriks Signature: Date: