

GUIDING PRINCIPLES OF A SQUADRON SPONSORING COMMITTEE

We aim for the highest level of involvement from parents, guardians and supporters in collective efforts using a telephone fan out, emails and monthly meetings and minutes.

We provide awareness to the parents at any time it is requested in a timely and professional manner.

We comply fully with Federal and Provincial laws regarding the privacy of personal information.

We develop fundraising activities that are separate from the cadets having to participate while still fully supporting their campaigns.

We recognize our financial supporters and volunteers who have worked to make our squadron successful

We maintain records of elections, assets, and financial activities and complete all required reports in a timely manner.

We promote community awareness through Remembrance Day Ceremonies, newspaper ads and annual phone book delivery

We have zero tolerance for any form of abusive behaviour.

We proactively recruit qualified people from the community for all aspects of the program and ensure they are screened promptly and thoroughly.

We work hard to provide the resources needed for optimal activity that enhances the program.

For more information visit:
www.755aircadets.com

HOW CAN PARENTS HELP?

YOU CAN DO A GREAT DEAL TO HELP
YOUR SON/DAUGHTER BECOME
SUCCESSFUL IN THE AIR CADET PROGRAM

IMPORTANT FACTS:

1. Show an interest in their success and training
2. Help organize their after school time
3. Remind them to wash, dry, press their uniform, shine boots, keep a tidy appearance
4. Keep a calendar of squadron events handy
5. Avoid conflicts with squadron activities
6. Transport son/daughter/friends to and from program
7. Encourage participation in optional activities and squadron teams

GETTING INVOLVED:

THERE ARE MANY WAYS ADULTS CAN
GET INVOLVED IN THE AIR CADET
PROGRAM

1. Become a volunteer
2. Become a civilian instructor
3. Become a CIC Officer
4. Join the SSC (Squadron Sponsoring Committee)
5. Fundraising

755 PARKLAND SQUADRON SPONSORING COMMITTEE

EXECUTIVE ROLES AND RESPONSIBILITIES



FOLLOW
US ON
TWITTER



FOLLOW
US ON
FACEBOOK



FOLLOW
OUR
BLOG



Local Head Quarters (LHQ)

(780) 405-6585 | 53422 SH 779 | Stony Plain, AB | 755aircadets.com
(Muir Lake Community School) 755pac@gmail.com

ROLES AND RESPONSIBILITIES OF THE SSC EXECUTIVES

CHAIR:

Plans, advises, oversees and communicates directly to the CO

1. By laws
2. Exec. elections
3. Recruiting
4. ACL courses
5. Public relations
6. Succession planning
7. Corporate sponsors
8. Assist CO with major discipline issues
9. Nominations
10. Registration and screening
11. Meetings
 - a) Monthly
 - b) Regional
 - c) Provincial

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Aide to the Chair with thly meetings if Chair is unavailable

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SECRETARY:

Aide to all volunteer Executive

1. Draft letters
2. Publish minutes
3. Correspondence
4. Prepare agendas
5. Public relations
6. Advisor of meetings
7. Maintain SSC Administration files
8. Other duties as required by SSC

TREASURER:

Vital link to SSC & CO

1. Bookkeeping, banking
2. Publish Budgets
3. Tracks nonmilitary inventory
4. Financial management
5. Treasurers handbook
6. Prepare committee budget
7. All financial reports
8. Society Annual review and other forms required
9. Post monthly financial reports with monthly minutes
10. Maintain charity receipt statutes
11. Track cadet fundraising per activity

Public Relations/Parent

Coordinator:

1. Promote the organization
2. Liaison with parents
3. Communicate with media
4. Represent squadron at comm. activities

Canteen Manager:

1. Track canteen supplies (donated items only)
2. Report to chair
3. Weekly/Monthly report
4. Names of donators must be tracked and presented at meetings

Fundraising Coordinator

1. Coordinate fundraising activities
2. Monthly reports of money raised

Commonwealth Coordinator

1. Booking
2. Planning/Scheduling
3. Organizing
4. Parent phone fan out

Other Sub-Fundraising Committee's:

1. Casino Chair
2. Golf Tournament
3. Phone Book
4. Others will be added as needed

All Parents & Supporters

1. Attend Parents' Association meetings
2. Assist with fundraising and other events as required to meet the programming & operational needs of the squadron
3. Support squad when needed

The executive strives to create an open and transparent environment. We encourage discussion and teamwork and make every effort to foster effective communication with the Squadron staff.

The Squadron Sponsoring Committee of 755 Parkland RCACS

Channels of Communication As follows

1. Chair goes to CO
2. Parents go to elected Executive



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