

Responsibilities of the SSC and Executive

Squadron Sponsoring Committee





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Terms/Definitions

- **ACC9**, Year end Financial Report from the SSC sent Provincial Committee
- **ACL**, Air Cadet League
- **ACO**, Area Cadet Officer
- **ACR**, Annual Ceremonial Review (Annual Inspection)
- **AGLC**, Alberta Gaming and Liquor Commission
- **CF**, Canadian Forces
- **CI**, Civilian Instructor
- **CIC**, Cadet Instructors Cadre
- **CIV**, Civilian Instructor Volunteer, unpaid position
- **CO**, Commanding Officer
- **CRA**, Canada Revenue Agency
- **DCO**, Deputy Commanding Officer
- **DND**, Department of National Defense
- **RCSU**, Regional Cadet Support Unit



What is the SSC?

- **"Squadron Sponsoring Committee" (SSC)** means the persons comprising an Air Cadet League of Canada approved Committee which works directly with the Officers and Cadets of their Squadron and with their Provincial Committee.
- Members of the Squadron Sponsoring Committee may or may not be members of the Sponsoring Organization.





ACL Provincial Structure

- Squadron Advisor reports to the Wing Director
- Designated Wing Committee members, as follows, and as authorized by Wing Committees:
 - North West Wing
 - North East Wing
 - Central Wing
 - Southern Wing
- Each Wing has four appointed/elected advisors as voting delegates.
- Wing Directors report to the Chairman
- SSC members, Squadron volunteers and Advisors are the members of the Wing



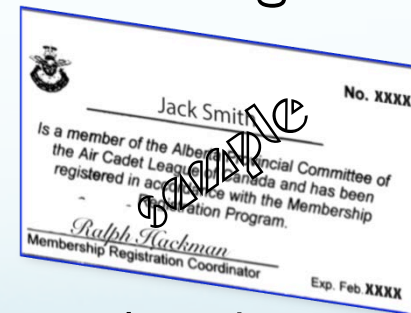
Provincial Committee Funds

- The AB Provincial Committee participates in a Casino approximately every 18 months either in Calgary or Edmonton. Revenues from this Casino assist the AB Prov. Committee in maintaining its camps (Worthington & Wright).
- Maintain a fleet of tow planes and gliders that are used to provide familiarization flying training to cadets. The Netook Gliding Centre, the assets, vehicles, gliders, planes, winches, buildings are owned by the APC.
- Funds used to purchase insurance
- Fund Scholarship Boards in Red Deer which are not covered by DND



Membership Registration

- 20. (c) All members of the SSC who will have **DIRECT** contact with the Cadets, i.e.: fund raising bottle drives, door to door sales or deliveries, or cooking at an exercise will complete a Membership Registration Form.
- In Alberta, the Registration Form refers to the **Screening Documentation** required to be completed. Screening documentation includes the Police screening form, interview and reference checks.
- An ACL Membership card is then issued.
- When around Cadets, a screened member is required to wear the membership card prominently displayed such as on a lanyard or attached to a lapel





SSC Responsibilities

- Assisting in recruiting suitable persons to be Cadets in their Squadron
- Making comments through their Provincial Committee to the appropriate Region Commander regarding the appointment, promotion, transfer or release of Cadet Instructor Cadre (CIC) Officers for their Cadet Squadron
- Assisting in providing names of possible candidates for replacement Officers and for positions as Civilian Instructors or volunteers
- Inviting suitable persons to be members of the Squadron Sponsoring Committee
- Liaison with other Cadet unit Squadron Sponsoring Committees
- Providing appropriate accommodation for their Squadron's training, administration and stores when it is not provided by the CF
- Providing training aids and equipment, including band instruments not supplied by the CF



SSC Responsibilities con't

- Arranging Cadet recreational programs as planned by the Staff of the Squadron within their training mandate.
- Providing transportation when not available from the CF, for local training exercises
- Providing for the financial and administrative needs of the Squadron
- Supporting Provincial Committee activities
- Providing input to Cadets' applications for National Summer Training
- Providing such other facilities or assistance as may be mutually agreed between the Squadron Sponsor, the Squadron Sponsoring Committee, and the CF
- Registering and Screening all volunteers in accordance with League policies



Local Level

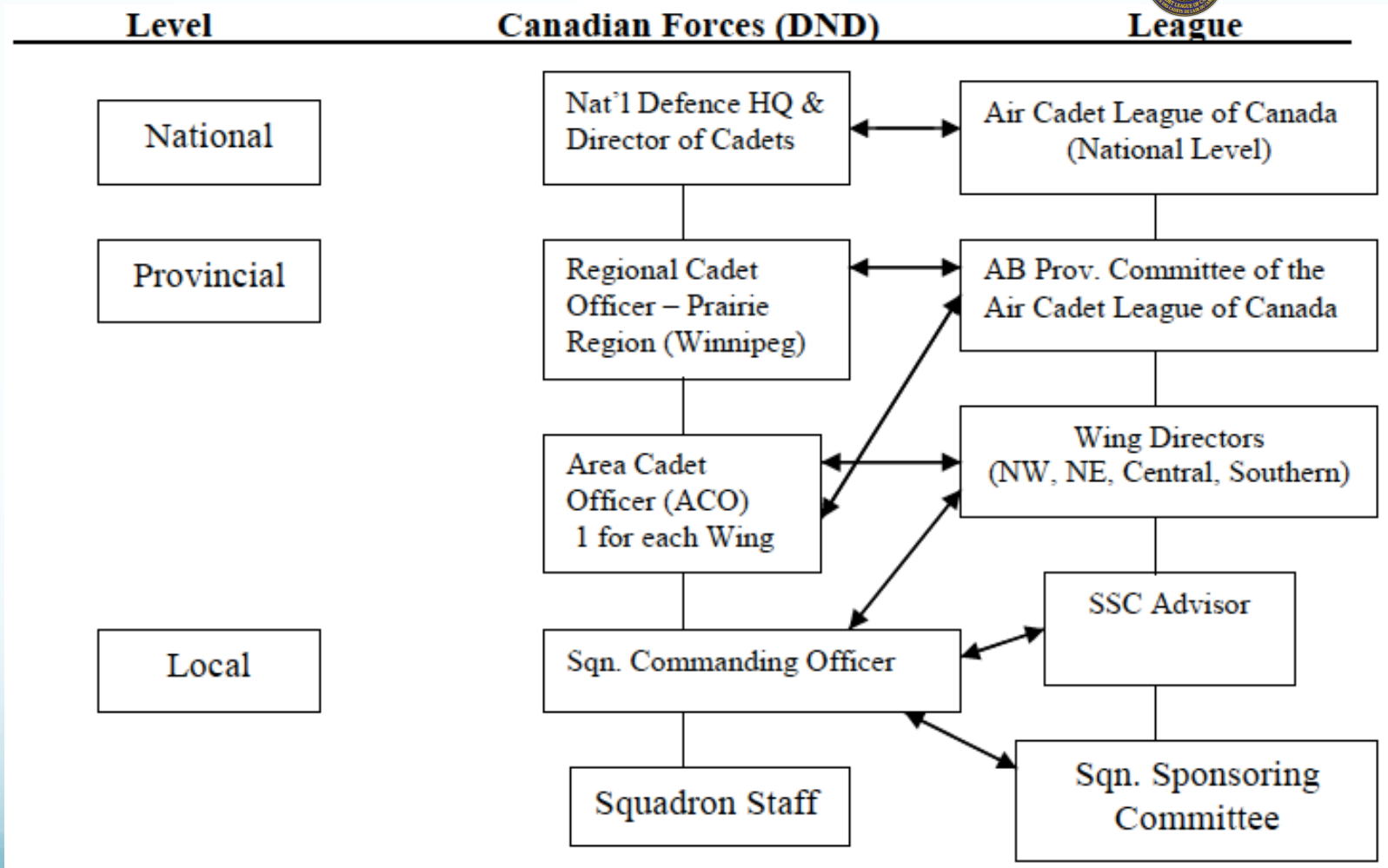
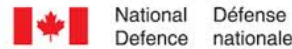
- The basic unit in the administrative structure of the Air Cadet League at the Local level is the Squadron Sponsoring Committee (SSC). They are often described as the “**backbone of the Air Cadet Movement**”, because one of the real secrets to the success of any Air Cadet Squadron is a well-organized and effective Squadron Sponsoring Committee.
- The Squadron Sponsoring Committee Chair directly interacts with the CIC officers, civilian staff, and cadets of their squadron.



Support

- In addition to support received from its **Sponsor**, an Air Cadet Squadron may receive assistance and support from other organizations, groups or individuals. Such organizations, groups or individuals may be formally recognized as supports of the squadron or squadrons concerned.
- Organizations other than the official sponsor, can provide assistance in the form of periodic financial donations to a squadron; awards to the cadets of the squadron; talks to the cadets; or in other ways. Support affiliation can be of significant value to a squadron.

Partners & Structure

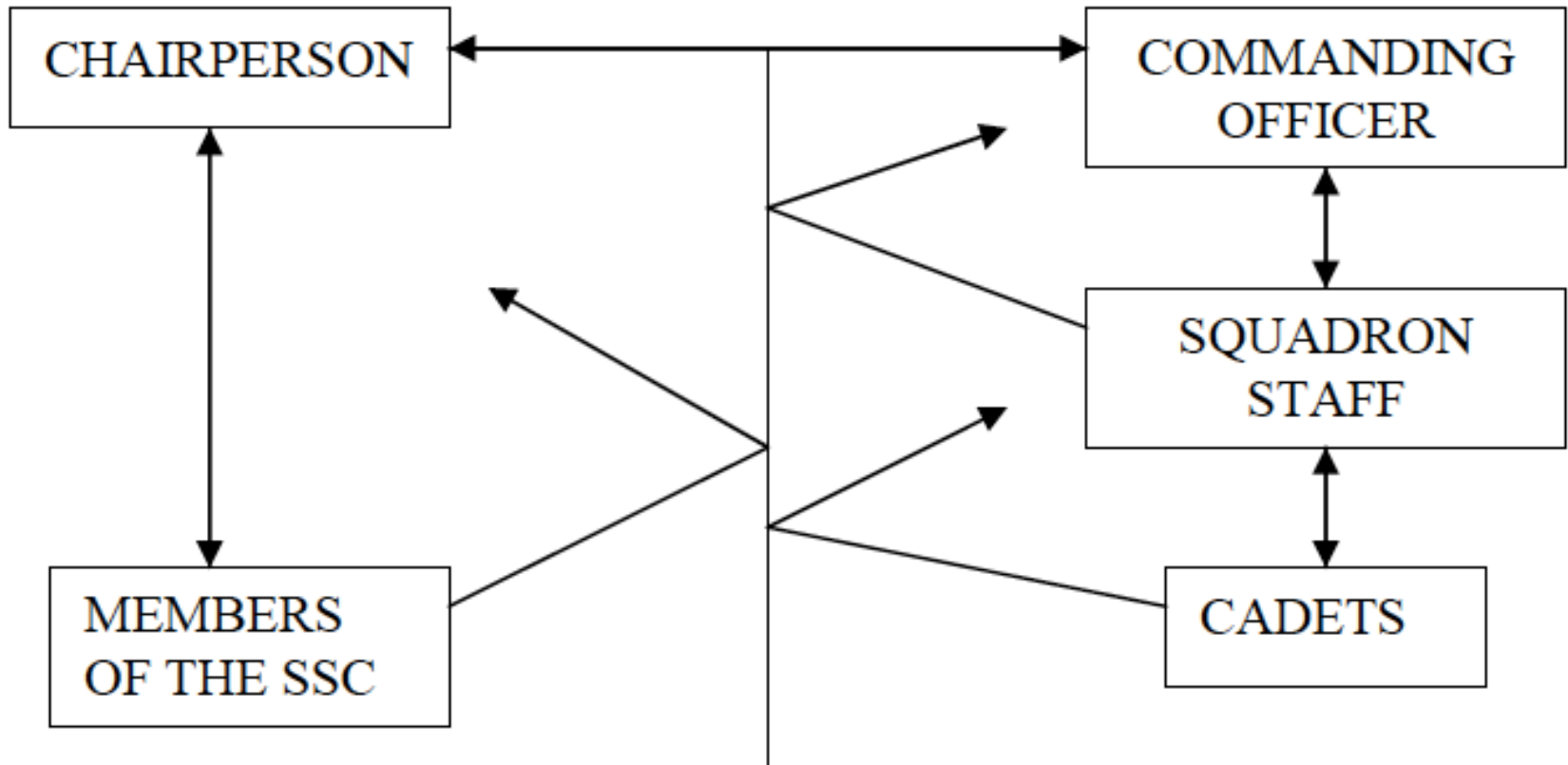




DND Responsibilities

- Command, supervision and administration of cadet squadrons
- Materials in accordance with approved scales of issue (uniforms)
- Training, pay and allowances for cadet instructors
- Funds for payments of annual contingency grants, band grants and training bonuses, as authorized.
- Transportation, as authorized
- Facilities and staff for summer training centers
- Liaison with cadet units
- Secure officers and appropriate civilians for formal functions at annual reviews
- Develop policy on enrolment, employment, appointment, promotion, transfer, screening and release of CIC officers, civilian instructors and cadets.

Channels of Communication



There should be no secrets between partners. Teamwork is the key. It is also important that each member of the Squadron Sponsoring Committee be aware of the channels of communication.

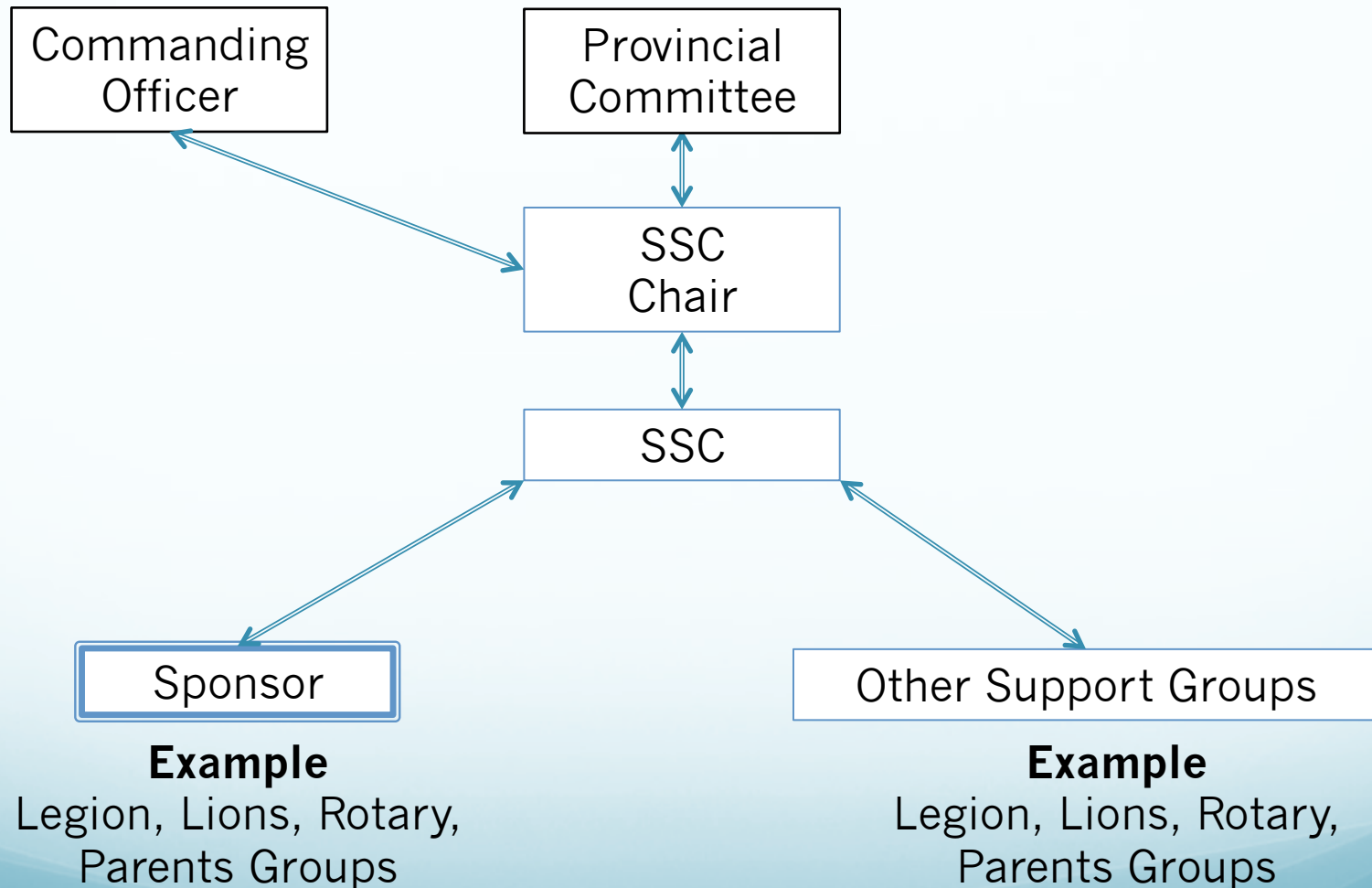


Variety of Structures of SSC

- Air Cadet Squadrons are supported through various forms of voluntary personal involvement, financial contributions, the provision of extra activities for the cadets, and other material assistance. Three distinct groups of people may provide that support to and be affiliated with a specific squadron:
 - Sponsor
 - Sponsoring Committee
 - Supporter

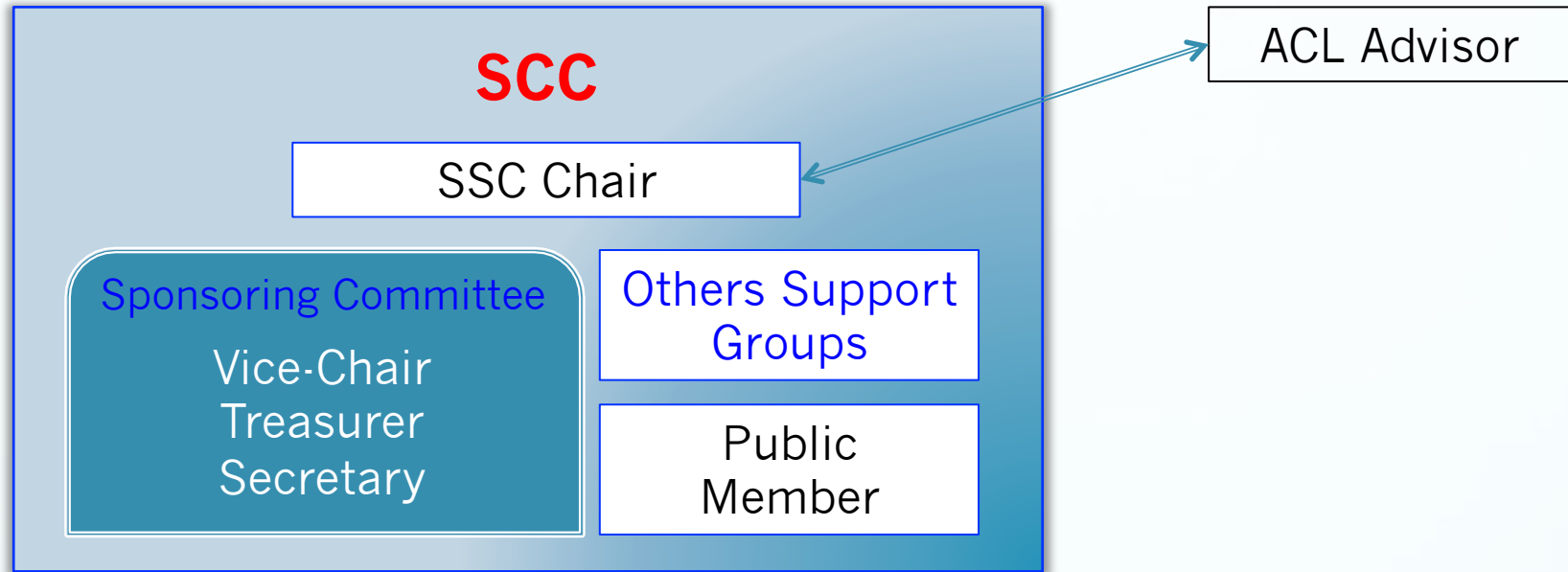


Suggested Structure





SSC Structure



Sponsoring Committee SUB-COMMITTEES

Yearbook

Member a Large

Fund Raising

Web Master

Public Relations
& Publicity

Historian

Special
Projects/Events

Canteen



Responsibilities of the Squadron Sponsoring Committee Chairman

- Responsible for the viability and efficiency of the Squadron Sponsoring Committee.
- Schedule regular meetings, publish the agenda prior to the meeting and ensure minutes are published. The Commanding Officer is an ex-officio member.
- Ensure that financial management is done efficiently and accurately by the SSC in accordance with the strict control and rules of the Alberta Provincial Committee and the Air Cadet League of Canada.
- Establishes and supervises sub-committees as required.





Responsibilities of the Squadron Sponsoring Committee Chairman con't

- Maintains privileged and close links with the Commanding Officer, meeting regularly with the Commanding Officer to review and plan squadron operations and SSC activities including fund raising.
- Is the civilian representative to the parents, the public and all decision-making bodies in the community.
- Provides input to cadet applications for national summer courses.
- Provides input on the enrolment, promotion, posting and release of CIC officers.



Responsibilities of the Squadron Sponsoring Committee Chairman con't

- Is responsible for implementing and maintaining liaison and agreements with the Sponsor(s).
- Is a voting member of the Provincial Committee, reporting to it through the SSC Advisor and/or the Wing Director.
- Attends Wing and provincial League meetings.
- Insures that the Squadron Sponsoring Committee supports the provincial activities and sub-committees.
- SSC Chair must be Screened



Responsibilities of the Squadron Sponsoring Committee Chairman con't

- Submits, annually, the financial statement (ACC-9), a list of Squadron Sponsoring Committee members and the Squadron Year End Report.
- Sets up a process and registers/screens members of the Squadron Sponsoring Committee in accordance with provincial committee policy and to advise the AB Prov. Committee Volunteer Screening coordinator when new situations warrant review.
- Maintain an organized library of publications, current documents and squadron archives to turn over to his/her successor.



Vice-Chair

- *By-laws
- *Elections (sub-committees)
- *Recruiting
- Fundraising (in consultation with executive and Chair)
- ACL courses
- Public Relations
- Succession plan
- Corporate sponsors
- ACL Evaluations
- Registration/screening process
- Meetings – monthly, regional, provincial
- Military staff – selection, enrolment, promotion
- Sr. cadets – selection national camps, promotion, medals
- Nominations – volunteer of the year award – local/provincial
- Vice-Chair must be Screened

* if the Chair is not available

Past Chair would conduct the SSC Elections if the Advisor or Wing Director are not available



Treasurer

- Budgets
- The budget is the financial foundation required to support the operation of the Squadron and its training program. A sound budget process will reflect a planned squadron.
- Planning a budget requires input from all members of the organization including the CO, the squadron staff, members of the SSC and the cadets.





Treasurer

Other Responsibilities

- Book keeping
- Publish Budgets
- Non-military inventory (NPF) non public funds
- Financial Management
- Maintain Treasurer's Handbook
- Monitor petty cash
- Prepare committee budget
- Apply for GST/PST refunds
- Financial Report ACC9 by Oct 31
- Post monthly Financial Report
- Maintain Charitable receipt status, if applicable
- Track cadet fundraising per activity
- Treasurer must be Screened



Secretary

- Draft letters
- Publish minutes
- Correspondence
- Prepare agendas
- Business contacts
- Adviser of meetings
- Maintain admin files
- Secretary requires Screening





Sub-committees

Web Master

- Calendar
- Update site
- Members
- Maintain Data Base

Special Projects

- Major trips
 - Local
 - Provincial
 - National
 - international
- Assist with ACR
- Special Events
 - Recreation day
 - Dance
 - Movie Night
 - Cadet Mess Dinner

Sub-committees



Public Relations & Publicity

- Newsletters
- Newspaper articles
- Link with Community
- Assist in Recruiting
- Prepare publications
- Parents Handbook

Canteen

- Order stock
- Monthly report
- Money Control
- Inventory Control





Sub-committees

Fundraising

- Bingos
- Casinos
- Tag Day
- Sausage Sales
- Magazines
- Bottle Drives
- Phone Book Deliveries
- Road Clean-up
- Raffle

Historian

- Collect publications related to squadron through the cadet year
- Search media articles of unit and archive
- Organize photographs
- Label articles for archive
- Photograph cadet activities



Adult Expectations

- Adult volunteers working with the Air Cadet League are in positions of trust and must behave appropriately at all times when in the presence of cadets.
- Adults are also expected to work effectively and harmoniously with other volunteers on the Squadron Sponsoring Committee (SSC) along with those working for the Commanding Officer's team.
- Harassment, bullying, discrimination or sexually suggestive behaviour or publication material is not tolerated.
- Wear the ACL Membership Cards when at Squadrons/ Squadron activities (after screening process)



Questions

- References:
 - Air Cadet League of Canada, Policy and Procedure Manual, Jan 2009
 - Alberta Provincial Committee Policy & Procedure Manual, June 2001
 - Alberta Provincial Committee SSC Chairman Handbook, 2011
 - SSC Advisor Handbook, 2011
 - DND MOU, 2005-113124, Dec 2005