



2483 Princess Patricia's Canadian Light Infantry

Royal Canadian Army Cadet Corps

Corps Sponsoring Committee



EXECUTIVE COMMITTEE DUTIES

CHAIR

The Chair will:

- Preside over all Corps Sponsoring Committee Monthly meetings as well as any Executive Committee meetings and conduct them according to established procedures;
- Assign and oversee the work of the Executive Committee Members;
- Decide on the dates and agendas for meetings;
- Liaise with the Commanding Officer to determine the support required and agree on the assistance to be provided by the Committee;
- Prepare reports for the British Columbia Branch of the League as required;
- Attend the Annual General Meeting of the Army Cadet League of Canada - British Columbia Branch, when possible; and
- Represent the Corps at functions as required and as necessary;

VICE-CHAIR

The Vice-Chair will:

- Assist the Chair as required;
- Assume the Chair in the absence of the Chair;
- Be the primary point-of-contact for the Volunteer Screening Program; and
- Perform other duties as requested by the Chair;

SECRETARY

The Secretary will:

- Ensure that all correspondence is dealt with in a timely and efficient manner;

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- Prepare and distribute the minutes of all Executive and General meetings;
- Maintain a file (Electronic or otherwise) of minutes, financial statements and other relevant material;
- Assist the Chair in the preparation of agendas and reports;
- Notify members (with Chair or Vice-Chair concurrence) of date, time of meetings and publish agendas;

TREASURER

The Treasurer will:

- Maintain an accurate accounting of the corps Income and Expenditures;
- Establish a bank account wherein all income is deposited and issue cheques for approved expenditures.;
- In cooperation with the Chair and the Commanding Officer, assist in the preparation of the Annual Budget;
- In cooperation with the Fund Raising Director, establish a Gaming Account and assist in preparing reports of the BC Gaming Grant Commission as required;
- At fiscal year end and at other times as required, prepare an Income and Expenditure Statement and a Balance Sheet, utilizing the most current electronic copy of the budget; and
- With the Stores Director, keep an up-to-date list of Non Public Assets held by the corps;

PUBLIC RELATIONS DIRECTOR

The Public Relations Director will:

- be the Public Relations Committee Chair;
- Become acquainted with the media outlets in the community that are receptive to cadet publicity and find out their requirements for publication;
- Consult with the Chair and the Commanding Officer and on appropriate occasions prepare new releases with pictures;
- Maintain an electronic file of pictures of cadets to be available for publication when there is a significant achievement; and
- In conjunction with the Administration Officer, and from time to time, prepare and distribute a Corps newsletter; and
- Be responsible for the maintenance and content of the Corps Website and Facebook (FB) page (with appropriate Administration/ive privileges on both – or through Subject Matter Experts – (Corps web-publisher, FB page/site Administrator));

FUND RAISING DIRECTOR

The Fund Raising Director will:

- be the Fundraising Committee Chair;
- make applications to the BC Gaming Grant Commission (with assistance from the Treasurer and Chairperson as required);
- keep track of Tag Days, Chocolate Sales, Donut Sales & Bottle Drive check lists; and
- co-ordinate fund raising activities with the Fundraising Committee;

PHONING DIRECTOR

The Phoning Director will:

- Maintain an up to date phone & e-mail list of all cadets, parents and guardians; and
- In conjunction with Corps NCO's, phone or email cadet parents with information and requests as the need arises;

STORES DIRECTOR

The Stores Director will:

- Liaise with the supply officer to maintain a record of all items belonging to the Parent Sponsoring Committee;
- Research costs of items requested for purchase;
- Make purchases and submit a receipt to Treasurer;
- Be willing to be the Chair of the Social Committee; and
- Take on responsibility and/or oversight of the Corps Canteen;

DIRECTOR AT LARGE

The Director at Large will:

- provide assistance as necessary to the Executive Committee and on specific tasks as requested by the Chair or Vice-Chair.