

TERMS OF REFERENCE - DUTY NCM

Beginning of the Evening

- Arrive at 1830hrs and report to Duty Officer (see schedule)
- Ensure classrooms are unlocked at the beginning of the night before classes start
- Pick up and distribute attendance sheets to the Flight Commanders at beginning of the night. Confirm your presence to your Flight Commander and inform them that you are on duty
- Pick up and return attendance to Admin before classes begin for the night
- Direct new recruits or parents to Admin, their new Fights, or classes as appropriate

During the Evening

- Make sure the classrooms and break area are cleaned and left as they were found
- Give a 5 min or less warning (Duty NCM CANNOT leave their own classroom before 5 min till end of period) to the instructors at the end of the teaching period, and make sure the cadets leave for class from break at the appropriate time.

End of Evening

- At the end of the night, make sure all classrooms, the common area and washrooms are cleaned to standard (ie no garbage on the ground, no messes, **no forgotten items**, etc). *Forgotten items should be reported and given to the Duty Officer*
- Stand to the side of the parade square and take care of ill cadets, signup sheets or squadron handouts. Remember to stand at attention at the appropriate moments during the parade (ie general salute, march past, O Canada, etc)
- Make sure to have filled out the chart (sign in/out, remarks, etc)
- Report to Duty Officer (see schedule)

WEEKLY TIMINGS

1830 hrs	Cadets arrive
1840 hrs	Fall-in , role-call, announcements, NCM and cadet inspections
1855 hrs	Dismissed to class
1900 hrs	Period 1
1935 hrs	Break
1950 hrs	Break over, move to period 2
1955 hrs	Period 2
2030 hrs	End of Second period
2035 hrs	Period 3
2110 hrs	End of third period
2115 hrs	Final parade , Announcements, National Anthem
2140 hrs	Dismissal
2200 hrs	Cadets clear from school, final check, staff clear

TERMS OF REFERENCE - DUTY OFFICER

- Arrive at 18h30 to greet the Duty NCM. If they don't show up by 18h40, find the next week's Duty NCM to take over (they will just switch)
- Deal with problems brought up by the Duty NCM
- Make sure forgotten items found by the Duty NCM or others are stored in Supply, that Supply is locked, and that forgotten items are mentioned in the Remarks section so that the next Duty Officer can get them back to the cadets
- **Make sure that the Duty NCM is not assigned extra duties during the evening (especially during break) so that their time keeping responsibilities aren't compromised**