

<u>Appointment Title</u>	Section Commander (Sect Comd)
Alternate Title	Nil.
Tier	PO2/Sgt
Number of Positions	One for every ten cadets in each division/platoon/flight.
General Description	The section commander is responsible for coaching and mentoring the cadets in their section, phoning and/or texting the cadets in their section on a weekly basis to inform the cadets of upcoming activities, dress, and confirming attendance. The section commander is also responsible for the dress standards of the cadets in their section.
Reports to	Division Petty Officer (DPO) / Platoon Warrant Officer (Pl WO) / Flight Sergeant (Flt Sgt)
Responsible for	Section Members

Rank requirements	<ul style="list-style-type: none"> • Petty Officer Second Class • Sergeant
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 3 training. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines.
Asset Knowledge and Experience	<input type="checkbox"/> Experience as a Team Leader. <input type="checkbox"/> Proficient at drill commands. <input type="checkbox"/> Familiarity with uniform standards. <input type="checkbox"/> Phone and text etiquette. <input type="checkbox"/> Completed PO 308.

Primary Duties	<input type="checkbox"/> Enforce the chain of command.
	<input type="checkbox"/> Serve as an example and role model for conduct, dress, drill, and deportment.
	<input type="checkbox"/> Phone and/or text the cadets in their section on a weekly basis to inform the cadets of the upcoming activities, dress, and confirmation of attendance.
	<input type="checkbox"/> Communicate changes to cadets concerning previously announced training and activities.
	<input type="checkbox"/> Report any changes in cadet contact information to the DPO/Pl WO/Flt Sgt.
	<input type="checkbox"/> Conduct weekly uniform inspections of the cadets in the section.
	<input type="checkbox"/> Conduct regular section drill practice.
	<input type="checkbox"/> Provide constructive feedback to cadets in the section.
	<input type="checkbox"/> Seek leadership and drill command opportunities.
	<input type="checkbox"/> Empower subordinates to take on leadership and drill opportunities.
	<input type="checkbox"/> Pass on activity attendance to Administration Dept promptly.
	<input type="checkbox"/> Conduct training and activity attendance or roll-call report and deliver to the DPO/Pl WO/Flt Sgt.

	<input type="checkbox"/> Encourage participation in corps/squadron training and activities.
	<input type="checkbox"/> Ensure that new cadets are welcomed and made aware of training and activities, routines, Standard Operating Procedures (SOPs), and other direction provided.
	<input type="checkbox"/> Model respectful behavior for cadets.
	<input type="checkbox"/> Promote teamwork and cooperation.
	<input type="checkbox"/> Set achievable team goals.
	<input type="checkbox"/> Establish open, two-way communication with cadets.
Secondary Duties	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance. <input type="checkbox"/> Carry out the parade function of a Div/Pl/Flt 2IC.
Conditions of Appointment	<ul style="list-style-type: none"> • Conducts duties regularly without reminders or significant intervention. • A cadet who is one rank lower or one level lower could be considered should no other members be available.