



# 83 Juno Beach Royal Canadian Air Cadet Squadron

## **Squadron Sponsoring Committee Executive Job Descriptions**

**Chairperson** - responsible for Communication between Squadron Officers and Staff, Air Cadet League and 83 parents. Oversees parent-related involvement with 83 Juno Beach operations and ensures all policies, set by the Air Cadet League and 83 Juno Beach are carried out.

**Vice Chairperson** - Act in the place of the Chair in their absence. Assist where needed.

**Secretary** - Responsible for preparing and distributing monthly SSC agendas, recording SSC meeting minutes, distributing them in a timely manner and storing them securely. Also responsible for maintaining a current parent email and phone list for communicating squadron related business.

**Treasurer** - Manage and maintain an accurate account of receipts and disbursements. Participate in planning and investing for 83 Juno Beach RCACS. Present a financial report of both General and Casino Accounts at monthly SSC meetings and be well versed in and adhere to AGLC guidelines.