

<b>Appointment Title</b>	<b>Coxswain (Cox'n) Regimental Sergeant Major (RSM) Squadron Chief Warrant Officer (Sqn CWO)</b>
Alternate Title	Nil.
Tier	CPO1 / CWO / WO1
Number of Positions	One per corps/squadron.
General Description	The Coxswain / Regimental Sergeant Major / Squadron Chief Warrant Officer is the Commanding Officer's (CO) appointed cadet representative. The Cox'n / RSM / Sqn CWO shall be responsible for the conduct, deportment, and discipline of cadets in the corps/squadron.
Reports to	Corps/Squadron Commanding Officer
Responsible for	<ul style="list-style-type: none"> <li>Deputy Coxswain / Company Sergeant Major / Squadron Warrant Officer (DCox'n / CSM / SWO)</li> </ul>

Rank requirements	<ul style="list-style-type: none"> <li>Chief Petty Officer First Class</li> <li>Chief Warrant Officer</li> <li>Warrant Officer First Class</li> </ul>
Essential Knowledge, Experience and Qualifications	<input type="checkbox"/> Completed Year 4 training. <input type="checkbox"/> Entered into the CPO1/CWO/WO1 Rank Eligibility List. <input type="checkbox"/> Knowledge of cadet corps/squadron structure and stakeholders. <input type="checkbox"/> Knowledge of cadet corps/squadron training and routines. <input type="checkbox"/> Experience leading drill practice and parades. <input type="checkbox"/> Held a CPO2/MWO/WO2 appointment.
Asset Knowledge and Experience	<input type="checkbox"/> Ability to work in a team environment and to interact professionally with staff and stakeholders. <input type="checkbox"/> Ability to provide feedback about complex issues and courses of action to superiors. <input type="checkbox"/> Experience conducting assessment of instruction and providing feedback to subordinates. <input type="checkbox"/> Experience leading cadet activities. <input type="checkbox"/> Activity Leader training or experience. <input type="checkbox"/> Experience as a member of Community, Area, Regional, or National Advisory Groups or Committees. <input type="checkbox"/> Staff Cadet Experience at a CTC, Sail, Expedition or Flying Centre.

Primary Duties	<input type="checkbox"/> Ensure the safety and welfare of all cadets
	<input type="checkbox"/> Monitor cadet instruction and provide constructive feedback.
	<input type="checkbox"/> Promote citizenship and CAF familiarization activities to cadets.
	<input type="checkbox"/> Inform the chain of command when unexpected events occur and about cadet issues or concerns.
	<input type="checkbox"/> Ensure problems that cannot be resolved by senior cadets are communicated via the chain of command.
	<input type="checkbox"/> Deliver oral and written presentations and briefings.

	<input type="checkbox"/> Ensure DCox'n / CSM / SWO conduct weekly parades and drill practices.
	<input type="checkbox"/> Ensure weekly uniform inspections take place.
	<input type="checkbox"/> Proficient with drill movements and parade formats.
	<input type="checkbox"/> Produce written documents and communication (orders, memorandums, meeting agendas, assessments, email, electronic communications, reports, forms).
	<input type="checkbox"/> Report any issues that affect the esprit de corps and morale of the corps/sqn to the CO.
	<input type="checkbox"/> Meet with senior cadets regularly concerning weekly training assignments and periodic training activities.
	<input type="checkbox"/> Empower others to take on leadership roles.
	<input type="checkbox"/> Mentor subordinates.
	<input type="checkbox"/> Promote a safe environment and harassment-free culture.
	<input type="checkbox"/> Work with others to accomplish organizational goals.
	<input type="checkbox"/> Promote teamwork, motivation, morale, and esprit de corps within the corps/sqn.
	<input type="checkbox"/> Act as an example and role model for subordinates in conduct, dress, and deportment.
	<input type="checkbox"/> Plan, organize, and conduct cadet activities in coordination with the Training Officer (Trg O).
	<input type="checkbox"/> Promote ethical decision-making to subordinates.
	<input type="checkbox"/> Supervise activities and be accountable for the location of all cadets.
	<input type="checkbox"/> Provide coaching, mentorship, and feedback to develop cadets as leaders within the corps/sqn.
	<input type="checkbox"/> Implement all policies and procedures instructions, directions, and orders (Standing Orders, Routine Orders, Fire Orders).
	<input type="checkbox"/> Ensure all cadets follow CJCR orders and policies.
	<input type="checkbox"/> Maintain good conduct and discipline of cadets.
Secondary Duties	<input type="checkbox"/> Contribute to promotion, appointment, and training meetings for subordinates.
	<input type="checkbox"/> Contribute to succession planning discussions.
	<input type="checkbox"/> Provide feedback to the chain-of-command on a cadet's performance.
Conditions of Appointment	<ul style="list-style-type: none"> <li>• Regular attendance at corps/sqn parade nights and activities.</li> <li>• Conducts duties regularly without reminders or significant intervention.</li> <li>• A cadet who is one rank lower or one level lower could be considered should no other members be available.</li> </ul>