

TERMS OF REFERENCE

Full Title of Position: Regimental Sergeant Major

Abbreviated Title: RSM

Responsible to: Directly with the Commanding Officer and liaison with Section Heads

The RSM is Responsible for:

- a) The conduct, dress and deportment and attendance of the NCO Corps;
- b) Implementation of the Corps Training Plan, and;
- c) Command and control of Corps Parades.

The RSM's Primary Duties:

- a) Being aware of the corps attendance, whereabouts of Troops and sub-units at all times;
- b) Discipline and functioning of the corps;
- c) Ensuring that a high standard of dress and deportment are maintained within the corps through the DSM;
- d) Ensuring that a high standard of drill is maintained within the corps;
- e) Ensuring adherence to the Unit Standing Orders;
- f) Ensuring that safety regulations are adhered to;
- g) Supervision and direction of the Troop Commanders;
(and give assistance when needed)
- h) Recommend NCM promotions to the Commanding Officer;
- i) Succession planning for future RSM;
- j) Ensure an accurate parade count is provided to the CO;
- k) Ensuring that all members are within the corps's areas of responsibility and boundaries at all times;
- l) Preparing the corps for inspection by the Commanding Officer;
- m) Assisting the TrgO in the conduct of training;
- n) Ensure timings for the movement of the corps are strictly adhered to;
- o) Attending O Groups as required;
- p) Conducting NCM briefings on performance, motivation and corrective discipline if required and providing the Commanding Officer with a written report on such events;
- q) Having approving authority for excusing Senior NCMs;
- r) All other duties as assigned by the CO

I have read and understood the responsibilities and duties required of me as the Regimental Sergeant Major as described above.		
Name of RSM	Signature of RSM	Date
Name of CO	Signature of CO	Date