

TERMS OF REFERENCE

Full Title of Position: Squadron Sergeant Major

Abbreviated Title: SSM

Responsible to: Regimental Sergeant Major

The SSM is Responsible for:

- a) The conduct, dress and deportment and attendance of the NCO Troops;
- b) Assist in the Implementation of the Corps Training Plan, and;
- c) Act as 2IC for Command and control of Corps Parades.

The SSM's Primary Duties: Assist the RSM in the following:

- a) Discipline and functioning of Trp Comds and Trp Organization;
- b) Ensuring that a high standard of dress and deportment are maintained within the Troops, including the Trp Comd's;
- c) Ensuring that a high level of morale is maintained within the NCO function within Troops.
- d) Ensuring that a high standard of drill is maintained within the Troops;
- 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 their roles;
- h) Recommend NCO promotions to the RSM;
- i) Succession planning for future Trp Comds;
- j) Preparing the Troops for inspection by the RSM and / or Commanding Officer;
- k) Assisting the TrgO in the conduct of training in assigned levels;
- l) Attending O Groups as required, if directed
- m) Contact NES Cadets for SOS or re-activations,
- n) Assist in conducting NCO briefings on Trp performance, motivation and corrective discipline, if required, and providing the Commanding Officer with a written report on such events through the RSM;
- o) Arrange uniform and boot instructional events for cadets monthly
- p) Act as RSM in their absence
- q) All other duties as assigned.

I have read and understood the responsibilities and duties required of me as the
Squadron Sergeant Major as described above.

Name

Signature

Date

Commanding Officer

Signature

Date