

**AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE**



**LEAGUE REPRESENTATIVE
REFERENCE GUIDE**

BCF505

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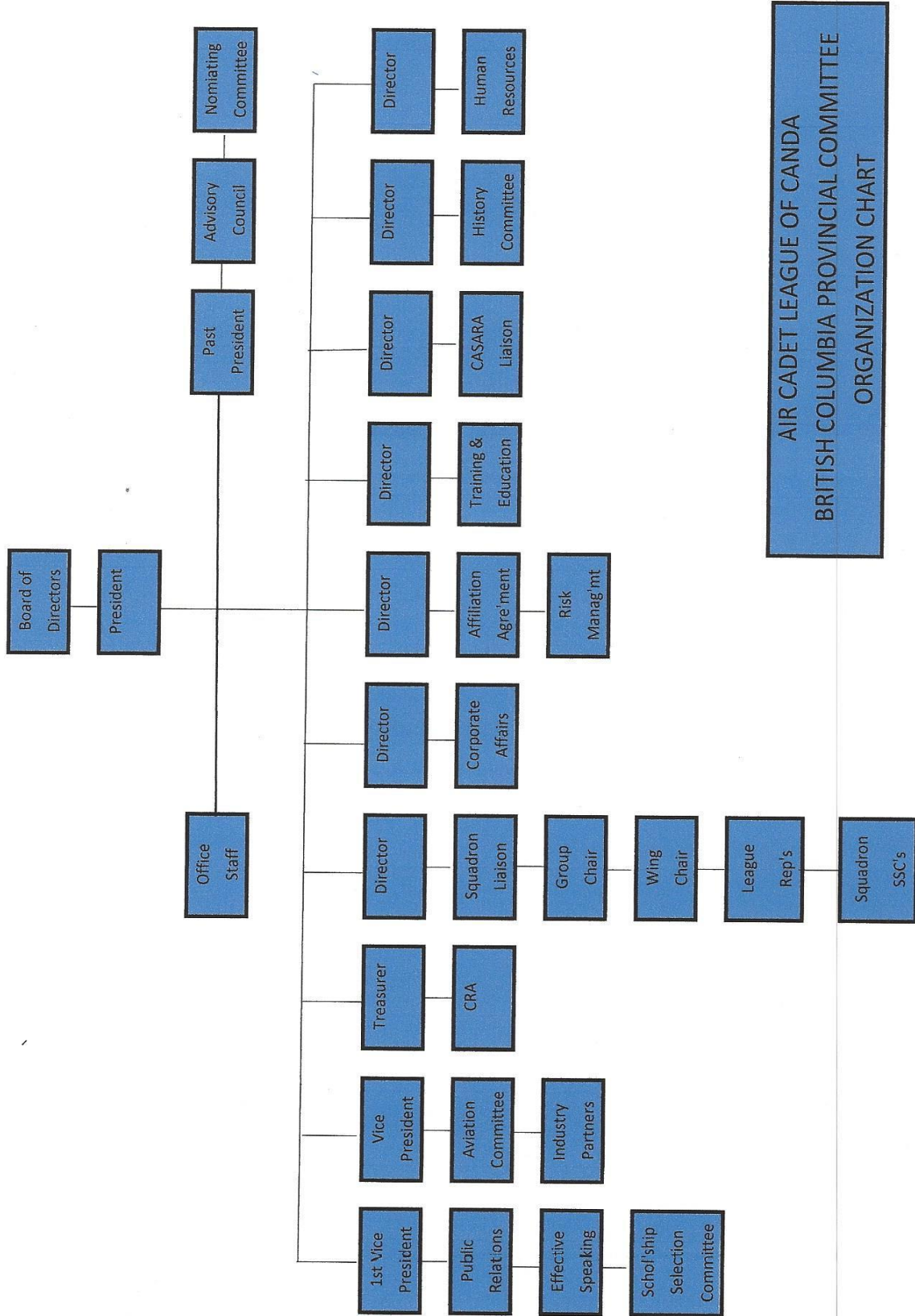
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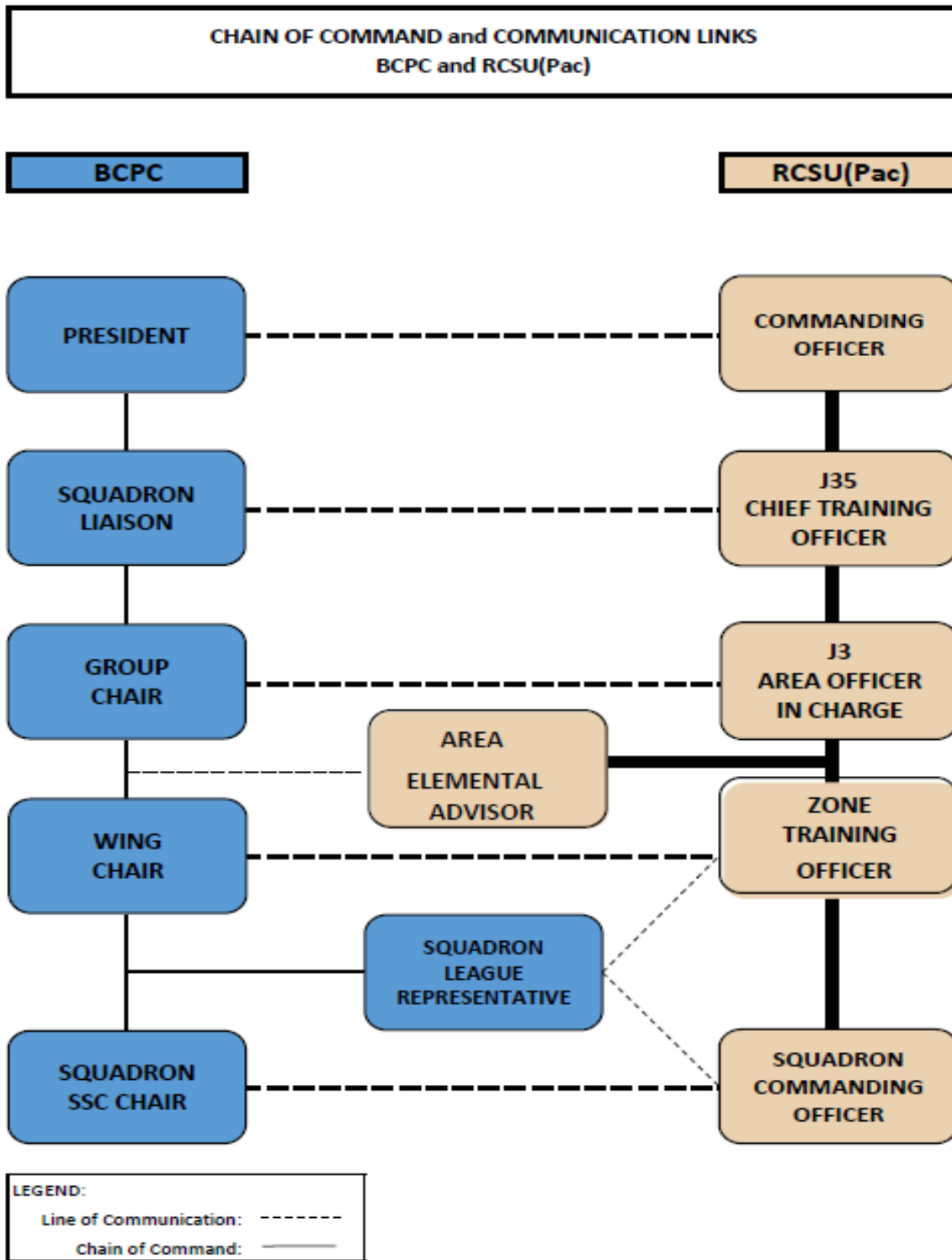
****IMPORTANT:** Information about the history of the Air Cadet League of Canada, British Columbia Provincial Committee can be found on the BCPC website under: BCPC Resources/BCPC Manual & Forms/ BCPC Manual/Section 2/The History of the Air Cadet Movement (2.1.1).

ORGANIZATION CHART



AIR CADET LEAGUE OF CANADA
BRITISH COLUMBIA PROVINCIAL COMMITTEE
ORGANIZATION CHART

BCPC and RCSU(Pac)



RELEVANT FORMS, DOCUMENTS and RESOURCES

League and SSC forms/documents/resources that League Reps should be familiar with are found on BCPC website (see links below). As a League Rep, you should review and familiarize yourself with these pages:

- League Forms: <https://bc-aircadetleague.com/bcpc-resources/bcpc-league-member-forms/>
- SSC Forms: <https://bc-aircadetleague.com/bc-ssc-forms/>
 - In particular, please review the SSC Resource Binder Template (BCF216) found on our website under SSC Forms/BCF200 – General SSC Forms/BCF216 – SSC Resource Binder Template.
- SSC Resources: <https://bc-aircadetleague.com/ssc-resources-2/>

The following information is located in the Policy and Administration Manual (PAM) found on the BCPC website under BCPC Resources/Governance:

- Terms of References for BCPC Director positions – Section 2.4.1 - 3:
 - Board of Directors
 - 1st Vice President
 - Vice President (s)
 - Past President/Member at Large
 - Secretary/Treasurer
 - Director
 - Corporate Affairs
 - Human Resources Director
 - Squadron Liaison
- Terms of References for BCPC Volunteer positions – Section 2.4.4 - 6:
 - Groups Chair
 - Wing Chair
 - League Representative
- League Rep Calendar of Responsibilities – Section 2.4.7
- BC Members Travel and Expense Policy – Section 7.1.1

GUIDING PRINCIPLES FOR A SQUADRON SPONSORING COMMITTEE

Reference: Air Cadet League of Canada, Squadron Sponsoring Committee Training Package, located on the National ACLC website under Library/Training & Tutorials:

<https://aircadetleague.com/tutorials/>

This document provides 10 Guiding Principles for a Squadron Sponsoring Committee along with explanations and tips for each.

BCPC ASSESSMENT POLICY

Reference: Air Cadet League of Canada Policy and Procedure Manual (PPM), Section 6.18.7, Dues, Fees, and Assessments (please refer to for further information):

<https://aircadetleague.com/about-us/governance/>

Section 6.18.7.2 of the Air Cadet League of Canada Policy & Procedure manual states:

The ACL authorizes the collection of assessments to support activities and infrastructure that are not government funded. Assessments are considered part of the fund generation or fundraising activity required at the three levels of the league to support its obligation to the air cadet program. League costs include but are not limited to rent, utilities, and the purchase and maintenance of equipment not provided by the Government of Canada through the Department of National Defense.

3.1.10 BCPC Assessment

In addition to providing financial support for the squadrons, Squadron Sponsoring Committees contribute to the operating cost of the BCPC. The total operating budget is determined by means of discussion and subsequent vote at the BCPC Annual General Meeting. That operating budget is determined by the number of cadets as advised by Pacific Region using the information obtained from Fortress and is advised to each SSC. The Provincial Operating Assessment is an obligation of the individual Squadron Sponsoring Committees.

BEST PRACTICE IDEAS

- Be welcoming!
- Be enthusiastic! Enthusiasm is catching!
- Be inclusive – hear people out.
- Don't take yourself seriously.
- Take the organization more seriously.
- Inform yourself – check out the BCPC website regularly. Understand your role and duties.
- Communicate, communicate and... communicate some more!
- Be passionate about the Air Cadet Program!
- Be active – help wherever and whenever you can.
- Think “outside the box” – use your imagination.
- If we can't do *that*, what CAN we do?
- Remember: The squadron can have more than one Corporate Sponsor.
- Ask for help from an “individual”. Remember it is more difficult to say NO in person than to ignore a plea in an email. Have a couple of specific jobs in mind, outline their duties. You never know who is willing to help and is just waiting to be asked.
- Be motivated, this also is catching.
- Remember the Chain of Command. Definition: *“The order in which authority and power in an organization is wielded and delegated from the top management to every person at every level of the organization. Instructions flow downward along the Chain of Command and accountability flows upwards.”* It is important that both Sponsoring Committee members and officers understand the chain of command and go to their respective “leader” for direction and counsel.
- Be supportive.
- Everyone is “BUSY”. But it is usually the ‘busy’ person that will find the time or make the time to accomplish a task.
- Tell everyone about Cadets. You never know who might know a future cadet or officer. The more of both is better for your squadron.
- Say “*thank you*” for any help you receive...it is always nice to be appreciated.
- Put the names of Volunteers into a draw for a gift
- Each time a Cadet volunteers, write a voucher for a Canteen item.
- Hoodies/T-shirts with squadron name on it. Good advertising.
- If you are thinking about yourself, then you aren't thinking of the cadet(s)

- If members of the Committee are happy, engaged, motivated and enthusiastic with their role relative to running the sponsor side of the organization, the Squadron will be better for it.

NOTES PAGE