



*Survival Guide
For
Incoming Chairpersons*

Or

*“So, Now What Do I
Do?”*

CONGRATULATIONS!!!

You've been recently elected as the Squadron Sponsoring Committee (SSC) Chair for your Air Cadet Squadron! Now what?

If your SSC has been running efficiently for years, it may be relatively easy to carry on in the same fashion. But, if you're taking over a new Squadron, or re-building an older unit, the task may appear to be overwhelming. This pamphlet is designed to help you by outlining what you can expect during each phase of the training year, and by pointing you in the right direction to get further help.

First, you should also become familiar with the Air Cadet League of Canada, BC Provincial Committee's (BCPC) website which has all the forms necessary for you and your SSC Members:

<https://bc-aircadetleague.com/>

Secondly, there are four documents which you should access and review as soon as possible:

1. **The Constitution and Bylaws of the SSC**
2. **The SSC Budget for the current year**
3. **The BCPC Policy and Administration Manual (PAM)** (located on the BCPC website: BCPC Resources/Governance/)
4. **The BC Society Act** - http://www.bclaws.ca/civix/document/id/complete/statreg/15018_01

If these documents were not provided to you or you were not provided with instructions on accessing these documents, you should get in touch with your League Representative, Wing Chair or the BC Provincial Committee (BCPC) Office immediately for assistance with this. These documents contain the basic information you require to be effective in the position of the SSC Chair. You cannot be efficient in this position without them.

Next, you have all the resources of the BCPC to call upon. You can reach us by:

Phone: 1-604-732-9119
Toll Free: 1-866-614-2272
Fax: 1-604-732-9115

BCPC Office Staff:

Vicky Briggs

Executive Director
General

Rimita Brassett

Office Admin Clerk
Compliance/Finance

Jeremy Bourgeois

Office Admin Clerk
Screening

General: bcpc@aircadetleague.bc.ca
Compliance/Finance: finance@aircadetleague.bc.ca
Screening: screening@aircadetleague.bc.ca

Address: #2 – 7630 Montreal Street, Delta, BC V4K 0A7
Website: <https://bc-aircadetleague.com/>
Facebook: www.facebook.com/BCProvincialcommittee

All the above are available to provide you with the information you require or to direct you to where it can be found.

A BCPC League Representative (League Rep) may be assigned to your SSC. The League Rep can assist you by providing direction and advice in policies and procedures which you are unfamiliar. The BCPC Office is also a very reliable source for information. Your League Rep is required to visit the Squadron at least once every month but is available to help you whenever you call or email. League Reps often attend SSC Executive Committee Meetings and Parent Information Meetings when invited by the Chair and can provide training to members of the SSC as and when needed.

Finally, you don't have to do all the work yourself! Ideally, you'll have a full slate of Executive Committee members to help you; this includes a Vice-Chair, Secretary, Treasurer, and Directors-at-Large. Under less than ideal circumstances, you may have to cope with fewer members, but each position has defined responsibilities to spread out the work-load.

Meetings:

SSC's are required to hold:

- **Executive Committee Meetings** at least once every month. Sometimes, these meetings are held more frequently depending upon the size and activity level of the Squadron.
- **Parent Information Meetings** are held two or three times per year.
- **Annual General Meeting (AGM):** To comply with the requirements of the BC Society Act, the AGM of the Society must be scheduled within the calendar year (Jan 1st to Dec 31st). Fiscal Year End for all SSCs is August 31st. SSC Financials must not be more than six months old prior to being presented at the AGM. At the AGM, the elected Directors of the Society report to the members and elections are held for the coming year's Directors. Form 4 emailed to BCPC office for review and filing within 14 days of SSC AGM.

The SSC Executive Committee Meetings should start in the summer (August) when you have an opportunity to plan and discuss the year's training activities with the Squadron Commanding Officer (CO). After consensus is achieved on the training plan for the year, the SSC is then required to ensure that sufficient funds are available as required. Your SSC's fundraising and administrative activities are then coordinated around the Training Schedule.

The following calendar can be used as a guide. Work with your League Rep and the CO to customize the calendar to accommodate the training program offered at your Squadron (please refer to the BCF201 SSC Compliance Checklist for specific dates/information):

MONTHLY REMINDERS:

- ACC9s and Minutes need to be forwarded to BCPC monthly (finance@aircadetleague.bc.ca)
- Volunteer Registration and Screening Forms to be completed for new SSC Members

AUGUST

- Meet with the Commanding Officer to establish calendar of events for the year
- Meet with the Commanding Officer to prepare the training budget
- Budget for SSC representation at the BCPC AGM & Training in Abbotsford (weekend after Thanksgiving)
- Complete and submit Registration for BCPC Annual General Meeting/book your hotel room(s)
- Establish date for SSC Annual General Meeting - two weeks' notice needed for SSC Members
- Work with CO on a list of Cadets who qualify for the Cadet long service medals and bars/rosettes
- Review Screened Members List (Form BCF213) update monthly
- Remind Treasurer of Year End ACC9 deadline of September 30th of each year

SEPTEMBER

- Make sure Year End ACC9 is completed and submitted to BCPC by September 30th
- Begin Chair's Year-end Report to be completed and submitted by May 15th (Form BCF202) and update monthly with information as occurred during previous month
- Make yourself familiar with the SSC Compliance Checklist (Form BCF201)
- Conduct SSC AGM before end of current calendar year
- Establish and approve Budget for the year at SSC AGM
- Prepare Squadron Information Sheet (Form BCF200) - upon completion of the SSC AGM
- Meet with Executive Committee to establish yearly activities and fundraisers

- Preparations for Tag Days / Fundraising: dates, order supplies, put in newsletter / website
- Schedule and conduct a New Parent Orientation Meeting
- Establish dates for Parent Information Meetings (such as: October, February, May)
- Battle of Britain Parade
- Establish date for Squadron Level Effective Speaking Competition and solicit interested cadets

OCTOBER

- Arrange for Effective Speaking Training (Toastmasters; other Squadrons)

NOVEMBER

- Remembrance Day Parade and Activities
- Confer with CO regarding information on ACL Scholarships and Regional Camps

DECEMBER

- Publish/distribute information on Scholarship and Regional Camps.
- Establish dates for Mock Selection Boards; arrange Officers and Civilians for January date
- Confirm with CO application deadlines for Scholarship Courses and Regional Camps

JANUARY

- 1st installment of BCPC Assessment due to BCPC Office by January 15th
- Conduct Mock Selection Boards for summer camp applicants
- Liaise with BC Committee Effective Speaking Rep for Wing and Provincial Competition dates
- Establish and/or publish dates for Spring Parent Information Meeting
- Discuss mess dinner with CO and Officers if planned
- Discuss lunches and transportation for Drill Competition (if entered)
- Remind the Treasurer of the Registered Charity Information Form (T3010 & T1235) deadline of February 28th submit to BCPC for approval prior to mailing
- Submit National SSC Honours and Awards Applications by January 30th

FEBRUARY

- Discuss Spring fundraising events and dates with Executive Directors and Officers
- Conduct Squadron Level Effective Speaking Competition
- Drill Team Competition, coordinate attendance of Sponsoring Committee Members.
- Confirm date, time etc. for Annual Ceremonial Review (ACR) - Submit (Form BCF207) by Feb 28th
- Send invitations to Local Dignitaries (Mayor, City Councilors) for ACR.
- Confirm T3010 & T1235 have been submitted deadline February 28th

MARCH

- 2nd Installment of BCPC Assessment due by March 15th
- Effective Speaking Competition (Wing Level)
- Parent Information Meeting
- Coordinate lunches and/or transport for Band Competitions (if entered)

APRIL

- Squadron Competitions - Coordinate attendance of Sponsoring Committee Members.
- Review Chair's Year-end Report to be completed to be submitted by May 15th (Form BCF202)
- Form sub-committee to select recipients for any Sponsoring Committee Awards and liaise with CO for nominations for Awards at ACR (remember Legion Medal of Excellence and Lord Strathcona Medal of Honour).
- Gather trophies for engraving for presentation at Annual Ceremonial Review
- Submit Provincial SSC Honours and Awards Applications by June 30th

MAY

- Complete Chair's Year-end Report to be completed to be submitted by May 15th (Form BCF202)
- Complete plans for ACR and contact League Inspector re: invite, time etc.
- Work on recruiting new Directors from general parent body.
- Annual Ceremonial Review in May/June

JUNE

- Annual Ceremonial Review in May/June
- Awards Night or year-end party
- Discuss plans for summer activities, if any
- Watch for BCPC Assessment Invoice during summer
- Watch for BCPC AGM Registration information during summer

BCPC Web Links:

- BC Provincial Committee: <https://bc-aircadetleague.com/>
Click on tabs listed below the Banner to access required information.
- Air Cadet League of Canada: <http://www.aircadetleague.com/>
- Policy and Administration Manual (PAM) and Forms:
<https://bc-aircadetleague.com/bcpc-resources/bcpc-manual/>
- Air Cadet League of Canada, BCPC Calendar: <https://bc-aircadetleague.com/calendar/>

Need any more help? Just call us!