



**706 Ottawa Snowy Owl
Royal Canadian Air Cadet Squadron
Squadron Sponsoring Committee Charter**

**Version 2
June 2015**

Table 1: Charter Revision History

Version	Date	Description of Revision	Released/Changed By
1.0	Oct 2012	Initial Release	SSC 2012/2013
2.0	June 2015	Additions to Section 21 – Quorum Explanation of why quorum is necessary and what constitutes a quorum	SSC 2015/2016

Table of Contents

Introduction.....	1
Overview of Air Cadet League.....	1
Mission.....	1
Vision.....	1
History of 706 Ottawa Snowy Owl Squadron	2
Sponsoring Committee.....	2
Role.....	2
Composition.....	2
Responsibilities.....	3
Terms of Reference.....	3
Chair.....	3
First Vice Chair.....	3
Second Vice Chair	4
Secretary	4
Treasurer	4
Directors at Large	5
Advisors	5
Volunteers.....	5
Meeting Rules.....	5
Meeting Frequency	5
Quorum	5
Agenda	6
Motions	6
Voting	6
Minutes	6
Financial Overview.....	6
Election Process.....	7
Charter Amendment Process.....	8

Introduction

1. This Squadron Sponsoring Committee (SSC) Charter was created to assist in defining the roles and responsibilities of the 706 Ottawa Snowy Owl Squadron SSC. The document is intended to amplify and tailor existing Air Cadet League policy and procedures to our Squadron and should there be any conflict between this Charter and higher-level League documents, the latter shall apply.
2. This Charter provides an overview of the Canadian Air Cadets League and program as well as the history of 706 Ottawa Snowy Owl Squadron. It continues with a description of the roles and responsibilities of the committee and culminates with an amendment procedure in the event the Charter has to be updated.

Overview of Air Cadet League

Mission

3. The mission of the Air Cadet League is to:
 - Partner with the Department of National Defence (DND) in the development, deployment and conduct of the Air Cadet Program by advising and assisting with the core training program and complementing it with valuable optional elements;
 - Promote and encourage the nation's youth members to develop and maintain an interest in aviation and aerospace and to foster and assist growth in those fields for those interested in pursuing such a career, in part by partnering with industry, while still supporting interest in other program elements of leadership, physical education, music and such;
 - Promote the growth and well being of the Air Cadet Movement by attracting and retaining the youth members and the adult leaders for both the DND and League roles and responsibilities;
 - Provide, along with DND, a voice in Canada for the Air Cadet Movement as a whole so that the Canadian public is kept aware of the accomplishments and capabilities of the Movement and of its ability to fulfill its aims; and
 - Provide an organizational structure down to the squadron sponsoring committee level that complements and meshes with DND's to meet in a respectful, understanding and professional way the agreed and approved roles and responsibilities, including providing and considering studies and proposals as well as resolving the challenges in a progressive Air Cadet Movement.

Vision

4. The Air Cadet League of Canada envisions the Royal Canadian Air Cadets as Canada's premier and a world-class youth development movement. Being attuned to societal changes, it strives diligently to be a totally dedicated, proactive and innovative partner to encourage and enhance the development of well-adjusted, civic-minded youth to undertake leadership roles in a great Canada and a better world.

History of 706 Ottawa Snowy Owl Squadron

5. Our squadron has a long and distinguished history. 706 Ottawa Snowy Owl Squadron was formed 7 December 1960 as an expansion of 51 Squadron. Later, 742 Squadron was also created and from 1963-1974 all 3 squadrons formed 6 Wing Ottawa Optimists. Lieutenant Colonel J.R. Goudie, CD was the Commanding Officer of 6 Wing.

Names of 706

2005- Present Ottawa Snowy Owl
1983-2004 Ottawa Legion
1971-1983 Ottawa Lions
1960-1971 Laurier Optimists

Translation of our Ensign

EXERCENDUM USQUE AD OPTIMUM

"Train to the Highest Standard"

Squadron Motto

1960-1988(approx) the Motto was: "706 - All the Way!"

Around 1988, the Motto changed to: "706 - On the Move!"

Sponsoring Committee

Role

6. The Sponsoring Committee of an Air Cadet squadron works with squadron staff to represent the Air Cadet Movement within the local community, to ensure indispensable local support for squadron needs and to make necessary arrangements for squadron activities.

Composition

7. The committee is comprised of 5 executive positions. All positions are documented and their responsibilities defined in this charter. These positions are filled by nomination / election, and are usually changed every year.

8. There may be up to six additional positions entitled "Directors at Large", (who take the lead in areas such as screening, coordination of parent volunteers, updating the Squadron web site etc) and together, these 11 individuals form the SSC. There are normally sub-committees formed throughout the year to deal with specific items or events and the Sponsoring Committee strives to involve as many parents, guardians and community members as possible. Through team work and active participation of many individuals, the Sponsoring Committee is able to achieve great success.

Responsibilities

9. The main responsibilities of the SSC are to:
- Promote the aims of the squadron within the community, while seeking support for those activities;
 - Initiate the screening of SSC members and volunteers;
 - Provide the squadron with suitable quarters for administration and training;
 - Organize and conduct fund-raising campaigns to ensure necessary funds are available for squadron needs;
 - Manage funds raised for the benefit of the squadron;
 - As required, obtain adequate premises for optional activities;
 - With the support of the Commanding Officer, organize recruiting aimed at enrolling new cadets and new members of the Sponsoring Committee and squadron staff; and
 - Co-operate with the Squadron Commanding Officer in the selection of cadets for summer training and promotion.

Terms of Reference

10. All members of the committee are responsible to ensure they are adequately prepared for the meetings, by reviewing the agenda, previous meeting minutes and any distributed material in advance of the meeting. Members are responsible for notifying the secretary if they will be unable to attend a scheduled meeting. The following paragraphs list the duties and responsibilities of each of the members of the SSC.

Chair

11. The Chair:
- Represents 706 Ottawa Snowy Owl Squadron at regional and provincial Air Cadet League meetings;
 - Ensures the proper functioning of the committee;
 - With input from the Commanding Officer, prepares a draft budget;
 - Schedules and chairs meetings of the sponsoring committee;
 - Is one of the four individuals authorized as a signatory on squadron cheques (see paragraph 15);
 - Maintains a close working relationship with the Commanding Officer; and
 - Ensures that the appropriate administrative procedures as defined by the League are adhered to.

First Vice Chair

12. The 1st Vice Chair:
- Replaces the Chair if the latter cannot attend a meeting;
 - Participates in all tasks as assigned by the committee;

706 Air Cadet Squadron Sponsoring Committee Charter

- Is one of the four individuals authorized as a signatory on squadron cheques (see paragraph 15);
- Stays well informed on all issues in case they must replace the Chair; and
- Oversees fund raising.

Second Vice Chair

13. The 2nd Vice Chair:
- Replaces the Chair if the Chair and 1st Vice Chair cannot attend a meeting;
 - Participates in all tasks as assigned by the committee;
 - Is one of the four individuals authorized as a signatory on squadron cheques (see paragraph 15);
 - Stays well informed on all issues in case they must replace the Chair;
 - In collaboration with the Commanding Officer, is responsible for overseeing cadet recruitment opportunities; and,
 - Is responsible for overseeing the screening and interviewing of new SSC members and volunteers.

Secretary

14. The Secretary:
- Ensures that an accurate record of all meeting minutes and records of decisions is kept and distributed to all committee members, as well as the Commanding Officer within two weeks of the meeting;
 - Participates in all tasks as assigned by the committee;
 - Prepares in conjunction with the Chair, and distributes meeting agendas one week prior to a scheduled meeting;
 - Safeguards all committee documents;
 - Prepares all correspondence for the chair's signature;
 - Maintains registry of all incoming and outgoing mail;
 - Oversees updating the SSC web site; and
 - Books meeting facilities for SSC meetings.

Treasurer

15. The Treasurer:
- Is responsible for squadron funds and their safekeeping;
 - Participates in all tasks as assigned by the committee;
 - Assists the chair in the development of a draft budget;
 - Prepares and presents monthly financial statements;
 - Prepares and presents yearly financial reports to the League;
 - Is responsible to draft submissions requesting grants on behalf of the SSC, (example, the Trillium Grant);

706 Air Cadet Squadron Sponsoring Committee Charter

- Is one of the four individuals authorized as a signatory on squadron cheques¹; and
- Prepares and verifies official receipts for charitable donations in a timely fashion.

Directors at Large

16. The Directors at Large:
- Assume various functions that have been assigned, including web site maintenance, merchandise, volunteer coordinator etc;
 - Attend meetings of the sponsoring committee;
 - Help organize activities;
 - Annually maintain an inventory of SSC assets;
 - Confirm adequate insurance coverage exists for these assets; and
 - Participate in all tasks as assigned by the committee.

Advisors

17. From time to time, subject matter experts will be invited to attend sponsoring committee meetings to provide information and advice. The Commanding Officer of 706 Ottawa Snowy Owl Squadron, or their representative, will typically attend meetings as well as the Air Cadet League representative/advisor for the squadron.

18. All parents, guardians and members of the community may attend sponsoring committee meetings and may present their point of view when called upon by the chair.

Volunteers

19. The SSC will attempt to engage as many volunteers as possible to assist with the various activities throughout the year. The goal is to encourage maximum participation by parents and guardians so as to ensure everyone feels a part of the Squadron and as such share the workload.

Meeting Rules

Meeting Frequency

20. Committee meetings are held monthly throughout the year, including during the summer months for planning purposes. Additional meetings may be scheduled at the discretion of the Chair.

Quorum

21. A Quorum is necessary to prevent a few members from acting in ways that do not represent the majority of the members and are against the interests of the Sponsoring Committee and the Air Cadet Squadron.

¹ The other three signatories shall be the chair as well as the 1st and 2nd vice chair. A minimum of two signatures shall be required on each cheque and in no case shall the two signatories be related nor reside in the same household.

706 Air Cadet Squadron Sponsoring Committee Charter

For decisions to be made and considered binding, a Quorum consisting of a majority of the elected Sponsoring Committee members, one of whom shall be from the executive in addition to the Chair, is required.

Before calling a meeting to order, the Chair should be sure that a quorum is present.

Agenda

22. The secretary shall draft and distribute an agenda for all meetings a minimum of one week prior to a scheduled meeting. This will allow for the committee members to adequately prepare for the meeting and identify to the secretary and chair their availability. Timely distribution of an agenda will result in efficient meetings.

Motions

23. For a motion to be considered and voted on, it must be stated by the individual sponsoring the motion and seconded by another committee member. If required, the secretary will clearly re-state the motion after a discussion has taken place and before the motion is voted on.

Voting

24. All members of the sponsoring committee, with the exception of the chair², may vote on motions and a simple majority is required for the motion to be passed and accepted. In the event of a tie, the chair may cast their vote to break the tie. Advisors, as defined above in paragraphs 17 and 18, are not eligible to vote.

Minutes

25. Meeting minutes are the official record of all motions and decisions of the SSC and document the authority for the expenditure of funds. Upon acceptance by the SSC at the following meeting the minutes shall be posted on the squadron web site within seven days.

Financial Overview

26. At the beginning of the training year the chair, assisted by the treasurer and with input from the Commanding officer, shall develop a balanced budget for approval by the SSC. The goal of the budget is to identify expenses and revenues to facilitate the delivery of the Air Cadet training programme. The approved budget provides the authority for individuals to spend up to the identified amount of money when this amount is no more than \$2000. Any expenditures in excess of this amount shall require approval from the SSC and be identified in the minutes of a meeting. The SSC shall review the budget periodically throughout the year to ensure adequate finances remain available.

² In this instance, the chair is considered the individual (chair, 1st or second vice chair) who is running the meeting. That is to say that if the chair is not available and the 1st vice chair is acting for the chair, the 1st vice chair will not be eligible to vote on motions and will break ties just as the chair would as described in this paragraph.

706 Air Cadet Squadron Sponsoring Committee Charter

27. This clause is included to ensure flexibility and expeditious resolution to situations involving minor expenditures. For a maximum of twice in a training year, (September to June) an expenditure of up to \$150 (before taxes) may be authorized by a majority of the executive (3 of 5) without having to go to the committee as a whole. The chair shall ensure that any expenditures of this nature are reported to the committee at the next general meeting.

Election Process

28. Sponsoring committee elections will be held once a year during a general meeting called specifically for that purpose. It is normally held before the end of April of each year. Members are elected for a term of one year (1 July to 30 June) and must be Canadian citizens and 18 years of age or older. In accordance with Air Cadet League rules, the minimum number for a sponsoring committee is five and the maximum is 11. 706 Snowy Owl Squadron strives to achieve the maximum number of members for the sponsoring committee.

29. Neither serving members of the Canadian Forces connected with the Cadet Programme nor civilian instructors connected with the Air Cadet League may be members of the committee. Other members of the Canadian Forces may be members of the committee provided they have authorization, in writing, from their Commanding Officer and the Provincial Committee. Members of the Board of Directors of the Quebec and Ottawa Valley Provincial Committee may not be members.

30. To be eligible for the position of Chair, the individual must possess a valid League membership card and should normally have served as a member of a sponsoring committee for a minimum of six months.

31. The chair of the sponsoring committee shall notify the squadron community, a minimum of two weeks in advance, of the date, time and location of the election meeting. They shall also identify an external person, knowledgeable about the election procedures (normally the League representative), who will serve as the chair and secretary during the election process.

32. For the purpose of the election meeting, voting members are the members of the existing sponsoring committee, parents of cadets enrolled in the squadron and any member of the community interested in supporting the movement, who are in attendance at the election meeting. Proxy votes are authorized for this election process. Individuals who are unable to attend may vote provided they make their vote(s) known, in writing, to the SSC chair or the League Advisor. Squadron military staff, including civilian instructors, is not eligible to vote.

33. The first part of the election will consist of electing the eleven (11) members of the committee. The Election Chair shall ask for nominations. Each nomination must be proposed and seconded. The proposed candidate must accept to be nominated.

706 Air Cadet Squadron Sponsoring Committee Charter

34. Following the committee election, its members will elect the members of the Executive Committee. If there is only one person nominated, this candidate shall be declared elected by acclamation. If there is more than one candidate nominated, an election shall be held by show of hands or, if any member present makes a request for a secret vote, then a secret vote by written ballot shall be held. The candidate who receives the most number of votes shall be declared elected. If the number of votes is equal, the vote will be declared inconclusive and a second vote will be held. If another tie vote results, the election will be determined by choosing one candidate randomly.

35. At the discretion of the committee, the Chair may call a by-election to fill any vacancies that may arise. The process for a by election is similar to the annual election, notification of the election is given in a timely fashion, individuals are nominated and a vote is taken.

Charter Amendment Process

36. Any member wishing to amend this Charter shall submit a written proposal to the Chair and Secretary at least two weeks prior to the meeting at which the amendment is to be considered. The written proposal must contain a rationale for the amendment, a clear indication of the element of the Charter to be amended along with a draft of new text of the Charter.

37. Normal rules for a quorum and voting, as documented in this charter, shall apply. Any amendments to the charter shall be effective immediately and the new version shall be posted on the squadron web site within one week.