League Liaison Officer Duties and Responsibilities

The main duty of the League Liaison Officer is to support the Army Cadets by working closely with the Sponsor and Support Committee Chairperson. This can best be done by visits to the Corps along with the Sponsor or members of the Support Committee to see first hand how the Corps is operating and to consider the needs of the Cadets, the Corps officers and the Sponsor or Support Committee. **The Liaison Officer is not entitled to any remunerations or salary.**

Each Liaison Officer will normally acknowledge responsibility for one or more Army Cadet Corps. The Liaison Officer will then liaise with and assist the Sponsor or Support Committee.

The Liaison Officer should:

- Ensure that the Support committee is handling finances properly.
- Visit each Corps three to five times during the training year and prepare at least three visit reports each training year to be forwarded to the Zone Liaison Officer.
- Assist with elections of the Support Committee.
- Not be a member of the Support Committee unless it is on a temporary basis only.
- Be available to resolve issues between the committee and the CO if needed.
- Ensure that all volunteers have been screened.
- Keep the Zone Liaison Officer (ZLO) advised of the strengths and weaknesses of their corps, if a ZLO is not in place, the Liaison Officer should advise the League office directly.
- In the event of death or serious injury to a Cadet, CIC officer, CI or volunteer, notify the Branch office immediately.
- Assist in fund raising, recruiting new Officers for the Corps, promoting the values & purpose of the Cadet program to the public and solicit additional support for the Corps where possible.
- Attend the Annual General Meeting and other meetings as may from time to time be called in order to provide up to date information to the Sponsor or Support Committee.
- Represent the Army Cadet League at Summer Camps, Competitions, Parades, etc. when appropriate.
- It is important that the Liaison Officer does not get involved in Cadet training unless requested by the CO

Additionally, the League Liaison Officer should:

- Be familiar with the contents of documentation circulated by the League Office.
- Be knowledgeable of the duties and responsibilities of the ACO, ACA and the local detachment.
- Stress the importance of immediate action to all correspondence.
- Stress Provincial projects, when applicable
- Attend Support Committee meetings, if appropriate.
- Ensure that the Support Committee controls the Corps funds in a separate bank account and that a budget is established and confirmed annually on a mutually agreed basis with the Commanding Officer.
- Ensure that the Sponsor and Support Committees are knowledgeable of their duties and responsibilities as outlined in the Army Cadet League guidelines.
- Stress "**PARTNERSHIIP**" between the Commanding Officer and Sponsor or Support Committee, to ensure harmonious Corps operations.

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