

Roles and Responsibilities of a League Liaison

The League Liaison for a Squadron is the person that interfaces with the Squadron Sponsoring Committee, and is the face of the League at that local level. He will work with the SSC to answer any questions that will arise with respect to policy or procedures, and will pass information to the SSC in a timely matter to ensure that the SSC, the Staff and the Cadets are well informed and are able to accomplish the training and developmental missions for the Cadets. The Liaison will be the primary means of identifying any Squadron difficulty or issue that arises, and passing this information to the League for resolution at the lowest level, or elevating the issue “up the chain” for resolution at the National level, if required. League Liaisons are to speak with their Squadrons on a regular basis, not less than once per month, and then pass a verbal or written report to the Region Senior Liaison on the status of the Squadron. The Liaison should not just call the SSC and ask “how is it going?”. He should have a plan and know what information he needs to pass to, and/or receive from the SSC.

In order to ensure good accountability, both administratively and financially, one of the primary roles of the Liaison will be to assist the SSC (and staff, possibly) as required with the production and submission of all required documentation and/or Cadet applications. These include, but are not limited to, ACC 9, MPC 4900, and any applications for National- or Provincial-level courses, awards or bursaries. The League Liaisons must work with the local SSC to ensure that all documentation is completed and sent to the appropriate agency in an accurate and timely manner, to ensure that the Cadet application will be submitted for a scholarship opportunity, or that a worthy volunteer will be identified and subsequently acknowledged as appropriate.

The Liaison is an important position, and, as stated above, is the face of the League at the local level. The diligence of the Liaison and the cooperative attitude necessary to serve the League and the SSC will go a long way in ensuring that the Air Cadet Programme will continue to grow, and give the youth of Canada the opportunities to become our future leaders.