

# THE ARMY CADET LEAGUE OF CANADA



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## CORPS SUPPORT COMMITTEE HANDBOOK

[www.armycadetleague.ca](http://www.armycadetleague.ca)

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**Note: This document includes links to various webpages. When and where possible, the digital copy should be used to ensure that the most up to date information is available.**

## **THE ARMY CADET LEAGUE OF CANADA (ACLC)**

The Army Cadet League of Canada was formed in 1971 as a civilian not-for-profit organization to support Royal Canadian Army Cadets by working in partnership with the Canadian Armed Forces and communities across the country. Governed by a national board of directors and headquartered in Ottawa, the board has recognized and supervises 13 provincial and territorial Branches who act as supervisory sponsors within their jurisdictions. Those Branches in turn, supervise local support to the community program, which is provided and managed by Corps Support Committees.

In becoming a Corps Support Committee member, you become part of a much larger organization that is over 3,000 volunteers strong!

More information about the Army Cadet League of Canada may be found at

[www.armycadetleague.ca](http://www.armycadetleague.ca)

## **PARTNERSHIP**

At the National level the partnership is between the national Board of Directors and the Canadian Armed Forces. It is managed through the National President and the Commander of the National Cadet & Junior Canadian Ranger Support Group, with support of the ACLC National Office and formation staff.

At the Branch level, the partnership is between the Branch's Board of Directors/Governors and the Regional Cadet Support Unit (RCSU). This is managed through the Branch President and the Commanding Officer of the Regional Cadet Support Unit, with the support of Branch Offices and Executives, with appropriate RCSU staff.

At the Corps level, the partnership is between the Corps Support Committee (SC) and the Corps Staff, with the partnership being managed by the SC Chair and Corps Commanding Officer (CO). These two parties have an important, but equally rewarding role to play in the support of the local Army Cadet program. In order for this partnership to work properly, both parties must understand the basic foundation of the relationship:

- a) The SC works for the ACLC. The SC works with Corps' Staff.; and,
- b) The Corps Staff works for the Canadian Armed Forces. Corps' staff works with the SC.

The ACLC's agreed upon roles and responsibilities within the partnership are laid out in a Memorandum of Understanding (MOU). This was signed by the Commander of the National Cadet & Junior Canadian Ranger Support Group and the Presidents of the Navy, Army Cadet and Air Cadet Leagues of Canada in the summer of 2020. In signing the MOU, with the authority of the national board of directors, the National President bound the ACLC, its Branches and SC to the agreed upon terms of the relationship.

You may view the full Memorandum of Understanding (2020) here:

<https://www.armycadetleague.ca/policy/>

### **CORPS SUPPORT COMMITTEE RESPONSIBILITIES**

The SC is responsible for supporting the local Army Cadet program, in consultation and collaboration with the Corps' Staff. Generally speaking, a SC's responsibilities can be summed up to the following areas:

- a) Participate in Canadian Cadet Organization governance;
- b) Engage, coordinate and manage community support;
- c) Provide suitable facilities and storage for the Cadet Corps\*; and,
- d) Provide additional financial support to Cadet Corps activities.

The specific responsibilities of the SC are located in both the MOU and National Policy 3.3. (These must be read in concert with applicable Branch policies which go into greater detail.)

<https://www.armycadetleague.ca/policy/>

*\*Special Note on Accommodations - Each Corps requires local training and storage facilities. The Canadian Armed Forces may provide this through the availability of space in local armouries. When this is not available, the Support Committee, with the support of local sponsors and communities, must provide them. These local training and storage facilities must be both suitable and safe.*

### **CANADIAN ARMED FORCES RESPONSIBILITIES**

The Corps' Staff is responsible for the supervision, administration and conduct of training for cadets. While the SC supports, and may directly assist in these areas, it must never interfere. Where support and assistance is required, the Corps' Staff must work with the SC in a consultative and collaborative manner.

### **SPECIAL PARTNERS**

#### **The Affiliated Unit**

Each Army Cadet Corps has an affiliated unit of the Canadian Armed Forces, either Regular or Reserve. The affiliated unit may provide facilities, equipment, training advisors and involve cadets in certain aspects of their training. The affiliated unit is often identified on the Army Cadet uniform through regimental accoutrements, like beret badges.

## **Sponsors**

Many Army Cadet Corps have an official sponsor, such as a community organization or municipality. Often these sponsors provide facilities at little to no cost and/or additional funding. In return, the Cadet Corps and SC may be asked to support certain citizenship and community events.

## **THE CORPS SUPPORT COMMITTEE**

### **Constitution and By-laws**

Each SC is regulated by its own By-Laws or Constitution. These must be approved by the Branch and must conform with Branch By-Laws and provincial or territorial legislation where applicable.

### **Membership**

Members are often community leaders and Army Cadet program stakeholders, like parents of cadets. Anyone willing to support the Army Cadet program, while also supporting the objective of the ACLC may join provided that they are 19 years of age, screened and registered volunteers of the ACLC in accordance with National Policy 10.1.

National Policy 10.1 can be found at:

<https://www.armycadetleague.ca/policy/>

### **Organization of the Corps Support Committee**

All SCs require an Executive Committee to manage the routine activities of the local organization. The SC meets monthly to review monthly financial statements, plan activities to support their responsibilities and discuss other matters, which may be of importance. The minimum SC Executive Committee must be comprised of:

- a) Chair Person, who is responsible for the proper conduct of meetings and is the main liaison between the SC and CO, while reporting to the ACLC;
- b) Treasurer, who is responsible to maintain all SC financial records; and,
- c) Secretary, who is responsible to maintain all SC records of decisions and administrative reports.

Additional members may be elected, in accordance with the By-Laws or Constitution, as required and within the abilities of the SC:

- a) Vice Chair;
- b) Fundraising;
- c) Communication/Public Affairs/Community Relations; and,
- d) Volunteer Screening.

## **Election of Executive**

In most cases, members of the SC Executive Committee are elected by membership on an annual basis or as required should a position be unfilled. This shall be done in accordance with Branch and SC By-Laws. In extreme cases, a Branch of the ACLC may appoint a suitable individual where one cannot be found.

## **Conduct of Meetings**

All meetings shall be conducted according to *Bourinot's Rules of Order* or *Robert's Rules of Order*, in accordance with Branch and SC By-Laws. The key to effective meetings is having an agenda to follow, having thoughtful and respectful dialogue and maintaining good records that include relevant discussions and decisions.

All meetings shall be open to the local representative of the ACLC Branch. While not always a regular voting member of the SC, the ACLC representative can assist in navigating applicable policies that can assist in developing sound decisions. The ACLC representative is present to both assist and supervise the SC.

Unless specifically approved by the local ACLC representative or Branch, all meetings shall be open to the Corps' CO or appointed representative. While not a regular voting member, the CO is able to report on the activities of the Corps, provide requests for support and may be able to ensure that cadets can assist in SC organized activities. Note that the CO has final authority regarding the participation of the Corps' Staff and cadets.

## **Corps Support Committee Annual General Meeting**

The SC shall hold an Annual General Meeting (AGM) to provide annual reports to members on activities, hold elections and approve financial statements. When organized well in advance, these are excellent opportunities to recruit more members, volunteers and supporters of the SC and local Army Cadet program. The AGM can also be combined with an information session from the CO.

SC members are strongly encouraged to attend Branch AGMs as they often include important information and training sessions, while also being great opportunities to meet other SC members and network.

## **FINANCIAL**

### **Financial General**

The SC is responsible to manage and report all financial activities of the SC to the ACLC Branch. The Branch shall in turn, forward relevant financial information to the National Office to consolidate information and report to the National Cadet & Junior Canadian Ranger Support Group.

It must be understood, that from the beginning, all funds raised, held, managed and expended by the SC is the property of the ACLC for the benefit of the local Army Cadet program that the SC supports. For this reason, all financial decisions must be properly recorded and proper financial books completed in a transparent fashion.

### **Sources of Funding**

Funding for the local Army Cadet program comes from a variety of sources that can be divided into two main categories:

- a) Crown Funds, which are a mixture of both public and non-public funds, distributed by the Crown. These funds generally support mandated training, uniforms, instructors, but also assist with extra expenses in the form of a Local Support Allocation (LSA); and
- b) League Funds, which are defined as being all other revenue raised by the SC through grants, donations and fund raising activities.

Apart from the LSA, the SC is not involved in any part of the discussions regarding the use of Crown Funds. The SC must, however, be aware of what is and is not directly supported by the Canadian Armed Forces. It is strongly encouraged that the SC speak with the Corps' CO and the Branch to ensure that SC fully understands what is and is not paid for by the Canadian Armed Forces.

### **Budget Preparation & Management**

The annual budget of the SC needs to be prepared in conjunction with the CO and the Cadet Unit Training Plan. The budget shall identify all sources of anticipated revenue and expenses. The budget must be approved by the SC Executive Committee and presented to membership.

The Cadet Unit Training Plan is a valuable tool used to assist in planning SC activities, like fund raising events. This avoids potential scheduling conflicts, well in advance.

It must be recognized by all, that a budget, while approved and formalized, continues to be a living document throughout the fiscal year. The same also applies to a Cadet Unit Training Plan. At every monthly meeting, the monthly financial statements must be reviewed in conjunction with the budget to ensure that revenue targets are met and expenses are within approved limits. If shortfalls appear, adjustments must be made.

Should this directly affect support to the Corps or require the assistance of the cadets, the CO must be consulted to make adjustments.

### **Managing Funds**

The SC shall have a bank account at an accredited financial institution for the purpose of holding and accounting for all funds received and expended. The account shall be in the name of the SC and shall have the provision of requiring a minimum of two signing authorities.

In most situations, only one bank account is required, but there are times when a second or third account may be required. Prior to opening additional accounts, the SC shall consult with the Branch.

### **Records of Financial Transactions**

All financial transactions shall be properly recorded by the Treasurer and conducted in accordance with Branch and National policies.

A National Excel-based bookkeeping tool was developed to assist Treasurers with basic accounting and reporting functions. While the tool itself is not required to be used, Treasurers must record all transactions as categorized.

### **Audit**

The Provincial Branch may order an audit of SC accounts in the interest of good financial management.

### **Annual Statements**

The Support Committee shall submit annual financial statements to the Branch, in accordance with Branch policy. As noted previously, these must be presented to membership and are also submitted to the National Office.

### **Tax Receipts**

In order to produce a charitable donation receipt, the organization must be recognized as a qualified charity and have a charitable number assigned by the Canadian Revenue Agency. Most SC in Canada are not registered charities and are discouraged from doing so.

Should a charitable receipt be required, the Branch shall be able to assist, as they are recognized charities.

### **Tax Abatements (where applicable)**

Branches may have arrangements with the Canadian Revenue Agency to allow the SC to obtain an abatement or rebate on qualifying GST/HST/PST payments. SCs must contact their respective Branches for information and direction.



## **Branch Organizational Contributions (where implemented)**

The ACLC is established as a charitable not-for-profit organization. Most Branches have limited sources of revenue, through donations and Branch Organizational Contributions (also called levy and assessment). These contributions help to finance the Branches to carry out their responsibilities, while also providing much needed support to SCs in the form of insurance, SC training and information sessions, and Branch level support to cadet and member activities, which include awards and other opportunities.

While a SC may be assessed a Branch Organizational Contribution, no cadet or parent may be charged any portion of this contribution. Cadet registration shall be free.

## **INSURANCE**

### **General**

Safety and security are key principles in the ACLC, along with the conduct of ACLC activities and those of the Army Cadet program. From time to time, accidents do happen.

The ACLC has a variety of insurance policies to provide protection to:

- a) The ACLC, its Branches and SCs; and,
- b) Cadets, screened and registered volunteers, members, directors and officers of the corporation.

Most insurance policies are managed by the National Office. These policies include, but are not limited to:

- a) Accidental Death & Dismemberment;
- b) Commercial General Liability;
- c) Directors and Officers Liability; and,
- d) Umbrella Coverage.

### **Insurance Certificates**

Often a SC may be asked to provide proof of insurance for the use of facilities or for activities being conducted within the community. These certificates can be easily obtained by following the link below, hit *Request Certificate*, and follow the instructions:

<https://www.armycadetleague.ca/resources/insurance/>

### **Insurance Claims**

We realize that accidents happen. Should an accident occur and there is risk of a potential claim, it is the SC that is responsible to notify the ACLC as soon as possible.

Simply follow the link below, hit Potential Claim, and follow the instructions. A member of the National Office shall make every attempt to contact you within 24 hours:

<https://www.armycadetleague.ca/resources/insurance/>

### **Insurance Questions**

All questions regarding insurance, in any form, must be directed to the ACLC. Unlike our military partners, the ACLC and cadets, are subject to federal and provincial/territorial laws, while also at risk of civil litigation.

If in doubt, ask The Army Cadet League of Canada!

### **AWARDS, BURSARIES & GRANTS**

The ACLC and its Branches administer a number of awards, bursaries and grants that are available to Army Cadets, Army Cadet Corps, volunteers and members. National awards, bursaries and grants are listed on the National Army Cadet League website along with adjoining policies, criteria and application or nomination information.

<https://www.armycadetleague.ca/awards-grants-and-bursaries/>

Branch awards, bursaries and grants are available on the respective provincial or territorial Branch websites.

It is the responsibility of every SC volunteer and member to ensure that these awards are known. Where appropriate, it is the responsibility of every SC member to nominate an individual!

### **ADDITIONAL TOOLS & RESOURCES**

The ACLC and its Branches are continually developing new tools and resources for use by its members, volunteers and SCs. You are encouraged to use them and refer to them on an ongoing basis. The National tool box holds general information which is applicable to the entire country. They may be found here:

<https://www.armycadetleague.ca/resources/>

You are recommended and encouraged to also visit your appropriate Branch website and contact them should you have difficulties, challenges, or suggestions for improvements. They shall be able to provide you with the most relevant information that will apply to your provincial/territorial jurisdiction.

## **BRANCH ENGAGEMENT**

SC members are strongly encouraged to participate in Branch Annual General Meetings and Branch led information and training sessions. During these events, you will have the opportunity to meet other like-minded individuals, share your success, while also getting advice on your challenges. You will quickly find out just how many people like you exist in your zone, area, province, region and country.

## **CONCLUSION**

This handbook is intended to provide Support Committees with general guidance in providing support to their respective Cadet Corps. If in doubt regarding any aspects of Support Committee, contact your Branch. They are there to help!

