

TRAINING

CADET PROGRAMS

CAPR 52-16, 1 Jan 99, is supplemented as follows:

1. **Purpose.** The Cadet Advisory Council (CAC) of the Florida Wing is a cadet run, senior member supervised body, that will provide the forum for cadets to:
 - a. Provide an opportunity for senior cadets to formulate recommendations to both seniors and cadets, that will aid commanders, the Florida Wing Cadet Programs Office and Cadet Programs personnel as pertaining to the cadet program and cadets
 - b. Observe the progress of the Florida Wing Cadet program, from the point of the cadets within each echelon of the Wing CAC.
 - c. Provide a means by which selected cadets may gain higher organizational experience.
 - d. Suggest changes and ideas to be made within the Wing and to also solve problem areas.
2. **Authority.** All operating authority of the Florida Wing CAC shall be derived from CAPM 50-16, the Wing Commander, the Director of Cadet Programs (DCP) or this standard operating procedure (SOP.) The CAC will make recommendations that are proper and necessary to effectively carry out the objectives of the CAC. The council at each echelon will advise their commander or his/her designee to the CAC, on matters concerning cadets or the cadet program. The Florida Wing CAC is not authorized to enforce policy or directives unless directed by the Wing Commander, the Wing DCP, or this Standard Operating Procedure.
3. **Composition.** Florida Wing CAC membership at the various echelons shall be as follows:
 - a. Wing Level CAC
 1. Florida Wing CAC Chairman
 2. Florida Wing CAC Vice-Chairman
 3. Florida Wing CAC Recorder
 4. All Group Chairman (Primary Representatives)*
 - b. Group Level CAC
 1. Group CAC Chairman
 2. Group CAC Vice-Chairman
 3. Group CAC Recorder
 4. All Squadron Primary Representatives*
 - c. Squadron Level CAC
 1. Squadron Primary Representative
 2. Squadron Alternate Representative*

If the Primary Representative or Chairman cannot attend, the alternate representative or Vice-Chairman will assume the duties and responsibilities of the Primary Representative or Chairman.

4. **Membership Status.** Any cadet applying for a position in CAC must be able to fulfill that post for the year, unless due to marital status, entry into the service or other termination reasons
5. **Duties of Membership.** The following are the duties for the positions of the CAC within each echelon:
 - a. Wing Chairman

1. Will advise the Wing DCP of the state of the cadet program and its members.
2. Will assist the DCP on matters relating to the cadet programs.
3. Will solicit, foster, and initiate ideas to better the cadet programs and the membership.
4. Will chair all Wing CAC meetings.
5. Will ensure that all members are informed of all activities, plans and projects of the CAC.
6. Will perform duties not otherwise specified that are necessary for the operation of the CAC.
7. Will assign committee chairman.
8. Ensure that members of their echelon are performing their functions and review their performance on a regular basis and if needed, remove them.
9. The Chairman will represent their echelon to the next echelon and be the primary member to vote on any issue.

b. Wing Vice-Chairman

1. Will assist the Chairman in the completion of the duties listed for chairman.
2. Will act as chairman in the event that the chairman is not present. (Absence, removal, suspension, or resignations are examples.)
3. Will prepare and present reports on the activities, plans, and projects etc. at their echelon to include a yearly report that is to be delivered to the Wing DCP and the Region CAC.
4. Perform the duties of Wing Recorder in the absence of such or select a member to perform this duty.
5. Vote on issues in the absence of the Chairman.
6. Will maintain order within the CAC and report any conduct not in strict compliance with the laws and usage's of the CAC to the CAC at the next meeting.
7. Shall oversee all committees and officers in charge of such committees.

c. Wing CAC Recorder

1. Will maintain, in current status, the records of the council.
2. Will update and maintain the Council Roster.
3. Will maintain an accurate record of the minutes of the meetings held at his/her echelon and send a copy up the Chain of Command.
4. Will prepare a list and keep a record of those attending all meetings.
5. Will prepare bulletins to be sent to lower and higher echelons informing them of the activities of the council.
6. Prepare any correspondence, as necessary, for the CAC.
7. Assist the Vice-Chairman in the preparation of the yearly report to be sent to the Region CAC and the Wing DCP.
8. Shall keep an updated copy of these Standard Operating Procedures at all times.
9. Shall in the event of funds, maintain accurate records and descriptions of expenditures and current balance.

d. Group CAC Chairman

1. Will advise the Group DCP of the state of the cadet program and its members.
2. Will assist the Group DCP on matters relating to the cadet programs.
3. Will solicit, foster, and initiate ideas to better the cadet programs and the membership.
4. Will chair all Group CAC meetings.
5. Will ensure that all members are informed of all activities, plans and projects of the CAC.
6. Will perform duties not otherwise specified that are necessary for the operation of the CAC.
7. Will assign committee chairman.
8. Ensure that members of their echelon are performing their functions and review their performance on a regular basis and if needed, remove them.
9. The Chairman will represent their echelon to the next echelon and be the primary member to vote on any issue.

e. Group Vice Chairman

1. Will assist the Chairman in the completion of the duties listed for chairman.
2. Will act as chairman in the event that the chairman is not present. (Absence, removal, suspension, or resignations are examples.)
3. Will prepare and present reports on the activities, plans, and projects etc. at their echelon to include a quarterly report that is to be delivered to the Group DCP and the Wing CAC.
4. Perform the duties of Group Recorder in the absence of such or select a member to perform this duty.
5. Vote on issues in the absence of the Chairman.
6. Will maintain order within the CAC and report any conduct not in strict compliance with the laws and usage's of the CAC to the CAC at the next meeting.
7. Shall oversee all committees and officers in charge of such committees.

f. Group CAC Recorder

1. Will maintain, in current status, the records of the council.
2. Will update and maintain the Council Roster.
3. Will maintain an accurate record of the minutes of the meetings held at his/her echelon and send a copy up the Chain of Command.
4. Will prepare a list and keep a record of those attending all meetings.
5. Will prepare bulletins to be sent to lower and higher echelons informing them of the activities of the council.
6. Prepare any correspondence, as necessary, for the CAC.
7. Assist the Vice-Chairman in the preparation of the quarterly report to be sent to the Wing CAC and the Group DCP.
8. Shall keep an updated copy of these Standard Operating Procedures at all times.
9. Shall in the event of funds, maintain accurate records and descriptions of expenditures and current balance.

g. Squadron Primary Representative*

1. Will represent their members and echelon to the best of their ability.
2. Will assist in formulating ideas that will create a better program.
3. Assist other members in solving problems and use ideas that other squadrons have found to be successful.
4. Will submit to the Group CAC a monthly report concerning the activities, plans, goals and projects at their squadron.

*The squadron alternate representative will perform these duties in the absence of the Primary Representative.

6. **Term Of Office.** The terms of office for all echelons of the CAC will begin with the adjournment of the National Board Meeting and shall end with the convening of the next year's National Board Meeting. Cadets accepting positions on the CAC must be able to serve a complete term.
7. **Elections.** Wing Elections will be held at the annual Wing Conference, with the newly elected officer's terms beginning at the end of the National Board Meeting. Group Elections will take place during the summer with the newly elected officers' terms beginning at the end of the National Board Meeting. Results of these elections, in detail, will be recorded and forwarded to the next echelon with the meeting minutes. The outgoing Chairman and Senior representatives will insure no improprieties. Any Group Chairman or Vice Chairman wishing to seek a Wing CAC position must forward a letter stating such intentions to the Cadet Programs Office at Wing Headquarters. This letter must be received no later than 30 days prior to the Wing Conference, and all nominees must be present during the election.
8. **Administrative Procedures.** CAPF 2a's will be filled out and submitted in accordance with CAPM 50-16, Chapter 7-3, b.

9. **Meetings.** The Primary interaction of the CAC will be through its meetings. Each echelon should plan in advance its meetings and ensure that all necessary members know of its date and location. For all meetings, the Chairman will lead the discussion, via a written agenda. The Chairman will Call to Order and Adjourn the meetings. Wing CAC will meet at least four times per year and the Group CAC will meet at least 8 times a year. The Commander of each echelon has the authority to designate meeting dates as per CAPM 50-16 chapter 7-9. Transportation to and from the meetings is the responsibility of the echelon being represented.
10. **Voting** The only members allowed to cast votes are the officers of the CAC, the primary members of the council or their alternate in the case of absence. This will ensure one vote per echelon. Votes on issues must be made by a simple majority, which is half the attending voters plus one. In the event of a tie, the Chairman of the CAC will be the tiebreaker. Changes to this Standard Operating Procedure initiated by the CAC must be voted on by the council and approved by the Wing Commander or his designated officer. Any changes must be proposed one meeting before the changes come to vote. A quorum must be present in order to vote on any change to this Standard Operating Procedure. Quorum is defined as three-fourths representation of all the active members plus one (or .5 for half numbers.)
11. **Awards and Decorations**
The following decorations will be awarded upon assumption of office.
- a. The Wing Chairman/Region Representative will wear the blue shoulder cord and the CAC ribbon with a bronze star.
 - b. The Wing CAC Vice-Chairman, Recorder, and Staff will wear the red and white shoulder cord with the basic CAC ribbon.
 - c. Group and Squadron Primary Representatives will wear the Red Shoulder cord with the Basic CAC Ribbon.

The ribbon, as indicated, is a permanent cadet activity award. The shoulder cord is worn only during the term of office.

12. **Senior Member Advisors.** The DCP of each echelon may designate a member of his/her staff as a point of contact for the CAC. That individual must have the knowledge of the cadet program as well as the CAC. Senior members must remember that they serve as advisors, to answer questions, and provide guidance. Their immediate commander must officially designate the CAC advisor on a CAPF 2a.

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