



THE AIR CADET LEAGUE OF CANADA

Annual Provincial Committee Report

To the

President of the Air Cadet League of Canada

This report will serve not only as a means to inform the President, the ACL BOG and the National Office, but will facilitate the sharing of best practices and become the ACL historical record on each Provincial Committee.

Section 1: About the PC

Name of PC: _____ Report of 1 November 20__

Address of PC Office (if any): **K1** _____

1. List Members of the PC Board (show titles & indicate those with corporation officer status: **K1**)

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

2. Are there voting members of the PC other than Board Members? **K2** Yes No

3. Who are they (e.g. SSC Chairs only)? **K2** _____

4. List Members of the PC Office Staff and Titles: **K1 & K2**

- a) _____
- b) _____
- c) _____
- d) _____

5. How many members & other volunteers are Registered and Screened? **K3**

PC members? _____ SSC members? _____ Other Volunteers? _____

6. Current number of Squadrons in the PC: _____

7. List new squadrons including locations, since last reports: **K1**

- a) _____
- b) _____
- c) _____

8. List squadron closings since last report: **K1** _____

9. How many Air Cadets in the PC at last Annual Review? **K1** _____

Section 2: Air Cadet Programs

10. How many squadrons had at least on Air Cadet participate in the E/S competitions during the last Training Year? **K3** _____

11. Who was the Provincial E/S Coordinator? **K1** _____

12. What was the Provincial Winner? **K1** _____



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13. Any remarkable practices worthy of sharing (e.g. prizes, souvenir videos, etc)? **K5**

Honours & Awards Program:

14. Describe the elements of the PC's H&A Program. Indicate where / how the H&A are presented. Indicate any new elements since the last report: **K3 & K5**

Other Programs:

15. Indicate any other unique programs (e.g. debating) conducted in the PC. Give a description and details on the year of this report. **K5**

Section 3: PC Management & Finances

Management:

16. How often does the Board meet yearly: in person? **K1 & K2** _____ , by teleconf? _____

17. Does the PC have and operate an Executive Committee? **K1 & K2** Yes No

18. If yes, how often does it meet yearly: **K1 & K2** in person? _____ , by teleconf? _____

19. Are Board, EC, AGM minutes written, distributed and archived? **K2** Yes No

20. Who is on distribution for the Board minutes? **K2** _____

21. Who is on distribution for the EC minutes? **K2** _____

22. Who is on distribution for the AGM minutes? **K2** _____

23. Which minutes are posted on the PC website if any? **K2** _____

24. What is the succession plan for the leadership of the PC? **K2**



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25. Is the PC incorporated? **K1 & K2** Yes No

Corporation Name: _____

Communications, Public Relations & Image

26. What is the PC's website address? **K2** _____

27. How often does the PC publish a newsletter? **K1** _____

28. Name of the PC PR person: **K1 & K2** _____

29. Are copies of newsletters sent to the National President and Office? **K2** Yes No

30. How often does the PC do mail outs to SSCs / sqns? **K1 & K2** _____

Financial

31. Does the PC run a Lottery of any kind? **K1 & K2** Yes No

32. Does the PC receive provincial funds? **K1 & K2** Yes No

33. Does the PC assess sqns? **K1, K2& K5** Yes No

How Much? _____

34. Were the 'recent year-end' PC Finances subjected to an audit? **K2** Yes No

35. Were the 'recent year-end' PC Fin Statements presented for approval at the AGM? **K2** Yes No

36. Was the AGM asked to approve the current year budget? **K2** Yes No

37. Does the PC keep at least one year's operating funds in reserve? **K2** Yes No

38. Does the PC have an Aviation reserve Fund to allow for fleet replacement/
expansion as required? **K2** Yes No

39. Have the PC Fin Statements been submitted to the National level? **K2**

40. Are the sqn. ACC-9s reviewed for accuracy, completeness and good management, i.e. doing
the PC's due diligence? **K2** Yes No By whom? _____

41. What measures are used to achieve 100% SSC compliance on ACC-9 submissions? **K2 & K5**

42. IS the PC a Registered Charity? **K1** Yes No

43. How many SSCs are Registered Charities? **K1** _____

44. What innovative initiatives has the PC's Fund Raising committee come up with? **K2 & K5**



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By-laws

45. When were the PC by-laws last reviewed? **K3** _____

Section 4: Partnership

46. Does the PC leadership have regular business meeting with RCO/RCSU? Amplify: **K2 & K5**

47. If you feel that proper recognition of the League is not given when appropriate, identify the conditions or circumstances: **K2**

48. **K2 & K5** Is the PC represented at all sqn. Annual Reviews _____ STC/RGS Grads? _____

49. **K2** Are SSC/Sqn. Visit Reports produced by both partners? _____ Shared between partners? _____ And archived? _____

50. Is the PC represented on the Lord Strathcona Fund Committee? **K2** Yes No

51. What is your evaluation of the state of the partnership with your PC? **K2**

52. What is your evaluation of the overall state of the partnership at the SSC/Squadron level? **K2**

Section 5: Best Practices

Growth & Retention

53. Describe the PC's G&R efforts regarding air cadets : **K5**



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54. Describe the PC's G&R efforts regarding new squadrons: **K5**

55. Describe the PC's G&R efforts regarding CIC, CIs, League and other volunteers: **K5**

Education Credits

56. Do cadets in your PC earn education credits for cadet activities? **K2 & K5** Yes No

57. Who can the other PCs contact for information, with contact info? **K2 & K5**

Other Best Practices

58. What Training Manuals does the PC maintain for SSCs? **K2 & K5**

59. Any other innovations that merit sharing with other PCs or ACL? **K1, K2 & K5**

Accomplishment

60. Any special accomplishments to signal? **K1, K2 & K5**

Projects

61. What projects are underway or contemplated for the future? **K1, K2 & K5**



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62. What more could be done by the ACL leadership and HQ to support the PC? **K2**

Signed _____

title _____

date _____

Keys:

- K1: Historical Value
- K2: Provides Current Info to ACL
- K3: Regarding Program Effectiveness or Goal Attainment
- K4: Data can be obtained from Regional Air Ops O
- K5: For Sharing Best Practices