

Air Cadet League of Canada
Training and Knowledge Inventory:
Squadron Sponsoring Committee

	Member	Chair	Vice Chair	Secretary	Treasurer	R/S Coordinator	Communications	Fund Raiser	Event Coord.	Recruiter
ACL Harassment Policy	1	3	2	1	1	1	1	1	1	1
The League / CAF Partnership	1	3	2	1	1	1	1	1	1	1
Role of the SSC	1	3	2	1	1	1	1	1	1	1
Risk Management		2	1					1	1	1
Dispute Resolution		2	1							
Cyber Security	1	1	1	1	1	1	1	1	1	1
Building a Budget		2	1		3					
Setting up the ACC 9					3					
Data Entry for the ACC 9					3					
Monthly / Annual Reconciliation					3					
Preparing the GHS/HST Rebate					3					
Preparing the T3010					3					
Provincial Policies (C-Gaming etc.)		2	1		3			1		
Meeting Planning		1	1	1						
League Reports		2	1	2						
Record Keeping				2						
Duties of the R/S Coordinator		2				2				
Completing the R/S Package		2				3				1
Conducting an Interview		2				3				
Completing the R/S Renewal		1				3				
IT Specific Skills (Social Media)							1			
Site Design							1			
Group Policies (Fund Raising etc)		2	1		2	1	1	2	1	

1 - Intro Awareness

2 - Detailed Understanding

3 - Full Comprehension

Air Cadet League of Canada
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Provincial / Territory Committee

	Chair/President	Vice Chair/President	Governor	Treasurer	Secretary	Screening Coordinator	Past-Chair/President	Wing/Regional Director	Squadron Director/Advisor	Office Staff
ACL Harassment Policy	3	2	1	1	1	1	1	2	2	3
League/CAF Relationship	3	2	1	1	1	1	1	2	2	3
Role of the P/T Committee (PPM)	3	2	1	1	1	1	1	2	2	3
Affiliation Agreement (Nat / Prov)	3	2								3
Role of the SSC (MOU)	3	2	1	1	1	1	1	2	3	3
Risk Management	3	2	2	2				2	2	2
Dispute Resolution	3	2	2					2	2	1
Financial Reporting (ACC9 - CRA)	2	1		3						3
Preparing the GHS/HST Rebate	1	1		3						2
Preparing the T3010	2	1		3						2
Provincial Policies (C-Gaming etc)	2	1		3						3
Registration and Screening	3	2	1	1		3		2	2	3
Cyber Security	2	1	1	1	1	1	1	1	1	3
Conducting Effective Meetings	2	1	1					2	2	1
HR Management (Volunteers/Staff	2	1								3
Record Management	3	2		3	3					3
Conducting an Interview	3	2	1					2	2	1
IT Specific Skills	2	1		2	2					3
Industry Partnerships and Fundraising	3	2		2						3

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National Members

	President	VPs	Board Member	Treasurer	Committee Chair	Associates	Office Staff
ACL Harassment Policy	3	2	1	1	1	1	3
League/CAF Relationship	3	2	2	2	2	2	3
Understanding of Governance Documents	1	1	1	1	1	1	3
Role of the P/T Committee (PPM)	3	2	2	2	2	2	3
Affiliation Agreement (Nat / Prov)	3	2	2	2	1	1	3
Understanding of DND (MOU)	3	2	2	2	1	1	3
Risk Management	3	2	2	3	1	1	3
Dispute Resolution	2	2	1	1	1	1	3
Financial Reporting (ACC9 - CRA)	2	1		3			3
Preparing the GHS/HST Rebate	2	1		3			3
Preparing the T3010	2	1		3			3
Registration and Screening	2	1	1	1	1	1	3
Cyber Security	2	1	1	2	1	1	3
Conducting Effective Meetings	3	2	1	1	2	1	2
HR Management (Volunteers/Staff)	3	2	1	1	1	1	3
Record Management	2	1		3	2		3
Conducting an Interview	3	2			1		3
IT Specific Skills	2	2	2	2	2	2	3

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