**Cadet Staff Descriptions**

* **Element Leader**
1. Pass on Information from the Flight Sergeant
* Pass on the call downs via phone call to your element members and tell your element what the agenda is for the next meeting, what uniform to wear, and what to bring to the meeting, and ask them whether or not they are coming to the meeting. If a cadet is not coming to meeting you need to find out why. Also ask if they need a promotion board or drill test.
* Pass on any information that your flight sergeant gives you to tell your element.
1. Keep Your Flight Sergeant Informed
* Give the flight sergeant the call downs back by telling him/her the cadets coming or not coming to the meeting, and if there are any cadets not coming you must give him/her the reason. Tell the flight sergeant if any cadets need a promotion board or drill test.
* Let your flight sergeant know if your cadet are having any problems in CAP.
1. Answer Questions
* Be sure and answer any questions that your cadets might have.
* **Flight Sergeant**
1. Pass on Information
* Pass on the call downs via phone call to your element leaders, and tell them what the agenda is for the next meeting, what uniform to wear, and what to bring to the meeting.
* Pass on any information to your flight that your flight commander gives you to tell to your flight.
1. Keep Your Flight Commander Informed
* Give the flight commander the call downs back by telling him/her the cadets coming or not coming to the meeting, and if there are any cadets not coming you must give him/her the reason. Tell the flight commander if any cadets need a promotion board or drill test.
1. Lead the Flight in Drill & Ceremonies
* Drill the flight from point A to B using proper procedures.
* Help your flight get ready for drill tests.
1. Take Responsibility for Your Cadets
* Know where each of your cadets are at any given time.
* Ensure your cadets are at the right place at the right time, with the right equipment in hand, and ready to participate.
* Mentor the element leaders.

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* **First Sergeant**
1. Lead Cadets in PT
* As first sergeant, you will lead cadets in fitness games and drills, and ensure cadets warm-up and cool-down properly.
* Motivate other cadets during PT
1. Lead the Squadron in Drill & Ceremonies
* Organize all squadron formations and receive the reports from the flight sergeants.
* Supervise and mentor the flight sergeants during drill.
1. Support the Cadet Commander
* Help the cadet commander with anything that you can. The first sergeant is the cadet commanders "right hand man."
1. Mentor the Flight Sergeants
* Be prepared to answer any questions that the flight sergeants might have.
* Actively mentor the flight sergeants on a weekly basis.
* **Flight Commander**
1. Instruct Cadets
* Teach your flight about various topics in CAP such as: core values, how to wear the uniform properly, etc...
* Set the standard for your flight
* Lead by example
1. Set Goals for the Flight
* Take the cadet commander's broad goals and add specificity and detail to them as you set goals for the flight.
* Identify what skills and subjects cadets need help with and what they need to do to qualify for promotion.
* Make a flight syllabus every month for the flight
* Set the standard for your flight
* Lead by example
1. Pass on Information
* Pass on the call downs via phone or email to your flight sergeant and tell them what the agenda is for the next meeting, what uniform to wear, and what to bring to the meeting.
* Pass on any information to your flight sergeant that your deputy cadet commander gives you to tell him/her.
1. Keep the Deputy Cadet Commander Informed
* Give the deputy cadet commander the call downs back using the information from the flight sergeant and using the call down report form.
* Let the deputy cadet commander know of any problems in the flight.
1. Mentor your flight
* Actively Mentor your flight sergeant and element leaders.

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