

**TERMS OF REFERENCE**

**CORPS/ SQUADRON CADET CORRESPONDENT**

Position Number	N/A
Rank	N/A
Component/Sub-component	Cadet (any element)
Security Clearance	N/A
Essential Skills, Knowledge, Qualifications	Cadet Correspondent Workshop, as available
Desired Skills, Knowledge, Qualifications	<ul style="list-style-type: none"><li>• Interpersonal skills</li><li>• Writing skills</li><li>• Knowledge and competency in new media</li><li>• Basic proficiency in still and video imagery production</li></ul>
Reports To	Unit CO/ Unit Public Affairs Representative (UPAR)

1. Assist with Public Affairs (PA), media relations and community relations in accordance with DAOD 2008 series, CATO 13-33 and 11-06;
2. Assist with the corps/squadron social media accounts for security, accuracy, policy and propriety (SAPP) and sharing content on the monthly theme IAW the monthly ROs;
3. Encouraging corps/squadron level participation in area, regional and national public affairs initiatives;
4. Capture still and video imagery, when possible, to highlight themes and messages of the CCO;
5. Share imagery with Unit CO and Area UPAR;
6. Identify unique and interesting stories about cadets in the corps/squadron and raise these to unit staff and Area UPAR;
7. Advise unit CO of PA opportunities to approved unit activities;
8. Meet the monthly deliverables as assigned by the unit CO;
9. Draft internal communication products for approval (i.e. electronic bulletin board, command team video messages, etc);
10. Establish and maintain contact with the region's PA Technical Network (TechNet) through the Area UPAR; and

11. Any other duties as assigned by the CO.