

HUMAN RESOURCE DEPARTMENT

GENERAL GUIDELINES AND PROCEDURES

The Zone Human Resource Department shall be responsible to:-

- assign Officers and Adult members to the various Corps to assist the Teachers-in-charge, recommend suitable candidates to attend the Officers Training Course,
- apply and submit Service Medals / Bars for Officers.

(A) Corps Supervising Officers' Roles & Responsibilities

All appointed Corps Supervising Officers are to:-

- execute their supervisory roles to their assigned Corps, guide and appraise all Corps Superintendent and Officers-in-charge under his supervision,
- inform and update the Human Resource Department on the status of the Adult members in their Corps,
- ensure smooth communication between the Zone and the Corps,
- assist in special projects as advised by the Zone Commissioner,
- liaise with the Corps Staff Officers and Teachers-in-charge with respect to all Zone activities,

Notes:-

- Corps Supervising Officers are to supervise all Corps Superintendents and Corps Officers-in-charge under his charge but are **NOT** to run the Corps daily activities nor taking over the commanding role of the Corps, unless appointed by the Zone Commissioner.

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(B) Corps Superintendents' and Corps Officers-in-charge Roles and Responsibilities

All appointed Corps Superintendents / Corps Officers-in-charge are:-

- responsible for the administration, Brigade duties, training, maintenance of efficiency, discipline and welfare of the Corps,
- responsible for the raising of adequate funds and for recommending all Corps appointments,
- to ensure proper standards of ability and safety observance on the part of those in charge of activities which contain element of danger for the inexperienced,
- to ensure the validity of the First Aid certificates (or Nursing certificates) for all members in the Corps,
- responsible to the Zone Commissioner for the general organization, administration, efficiency and discipline of those units and personnel within the Corps,
- guide and appraise all Corps Staff Officers in his Corps,
- submit Appraisal Forms on all Corps Staff Officers under his/her charge timely.

Notes:-

- All Officers shall write in to the Human Resource Department for leave application if he is unable to turn up in school / Zone activities for more than 6 months.
- Officers who do not turn up for activities and did not write in for leave application for more than 2 years period shall either be placed under the Reserve Unit or have his/her name removed from the Organisation's list.