

U.S. Air Force JROTC CA-933

Staff Meeting Procedures

Revised: 20190225

- Cadet staff meetings are usually held on Wednesdays during lunch in the S-15 classroom unless otherwise directed by the Group Commander.
- In the event the Group Commander is unavailable for the staff meeting, the Vice Group Commander would resume position as meeting director. He/she at a later time would update the Group Commander of the meeting minutes.
- Staff members are required to attend as it is imperative to the success of cadets in leadership positions. Attendance will be recorded and monitored.
- All staff members are required to be prepared to brief the Group Commander on matters regarding their organization/leadership position.
- Members should brief the commander on any upcoming events, projects, and or the current activities being completed within the leadership position/organization.
- The Group Commander will soliciiate information according to the following order of individuals followed by comments/questions/concerns addressed by him/herself. The last portion of the staff meeting is reserved for the Senior Aerospace Science Instructor (SASI) and the Aerospace Science Instructor (ASI) to address the cadet corps leadership.

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| - <i>Vice Group Commander</i> | - <i>Logistics Commander</i> |
| - <i>Executive Officers</i> | - <i>Retentions Operations NCO</i> |
| - <i>Command Chief</i> | - <i>Public Affairs NCO</i> |
| - <i>Support Commander</i> | - <i>Cyber Operations NCO</i> |
| - <i>Operations Commander</i> | - <i>Special Projects NCO</i> |
| - <i>Squadron Commanders</i> | - <i>Aerofilm Commander</i> |
| - <i>Flight Commanders</i> | - <i>Rocketry Commander</i> |
| - <i>Armed Drill Team Commander</i> | - <i>RC/Drone Commander</i> |
| - <i>Color Guard Commander</i> | |
| - <i>Saber Drill Team Commander</i> | |
| - <i>Unarmed Drill Team Commander</i> | |
| - <i>Inspector General (IG)</i> | |
| - <i>Athletics Commander</i> | |
| - <i>Awareness Presentation Team Commander (APT)</i> | |
| - <i>Training Operations NCO</i> | |
| - <i>Academics Operations NCO</i> | |
| - <i>Kitty Hawk Air Society Commander</i> | |