

SQUADRON ADMINISTRATION THE CIVILIAN COMMITTEE

1. The Civilian Committee is a most important link in a squadron's administration, not only because it administers the squadron's finances, but also because it looks after the welfare and recreational side of a squadron's activities, as distinct from the training and parade side.
2. A Civilian Committee consists of a chairman, honorary secretary, honorary treasurer and members, who are often prominent and influential local citizens, able and willing to give time and effort to supporting the ATC. The squadron's commanding officer is an 'ex-officio' member, i.e. automatically a member because of his squadron appointment, as is the squadron chaplain. A committee may look after more than one squadron if the geographical position enables it to do this conveniently.
3. In a community wishing to form a new ATC squadron, a civilian committee must first be formed, since it is the committee's responsibility to find suitable accommodation, to find and recommend a suitable person to be the squadron commanding officer, to establish the squadron's finances and then to assist the squadron CO to find suitable staff. Naturally, one of the important functions of the committee will then be to establish and maintain good relationships between the squadron and all elements of the local community with the object of obtaining their support, e.g. from Local Government officials and Local Education Authorities.
4. The basic principle of Corps finance is that the Government, through MOD, authorizes the use of public money for the provision of the squadron headquarters, including its rent, public utility charges and the provision of the primary training facilities to support the official training syllabus, e.g. furniture, uniforms, training aids, transport, travel allowances; but the Civilian Committee, raises and controls all the money needed by the squadron to support its welfare and sports activities – and any activity outside the official syllabus.
5. This money, the squadron non-public fund (i.e. not provided by the Government), is obtained, in the main, from cadet contributions. Part of it goes to HQAC where it forms a fund called the 'General Purposes Fund', which is a non-public fund administered and controlled by the Air Cadet Council's Sports and Welfare Committee for providing competitive sport at Corps and Region levels; this part also buys the cadet's issue of Air Cadet magazine, as well as purchasing the majority of insurance cover necessary for the Corps. The part retained by the Civilian Committee is used for squadron welfare, supplemented by as much financial support as the committee can obtain by organizing Bazaars, Bring-and-Buy Sales, sponsored events and so on. Much support can be gained by committees who represent the squadron's needs to local organizations such as Rotary Clubs, Women's Institutes and so on. Over the years many committees have built up very healthy funds from which cadets benefit. A good Civilian Committee is a great asset, and there may be much that Staff Cadets can do to assist a committee in its work.