

Mayor's Cadet: - Terms of Reference

Thame Town Mayor may select a Mayor's Cadet to assist with civic duties during their term in office. The cadet's formal duties will be to attend the Mayor as and when appropriate in the course of his/her official duties within the town.

Selection Process

Cadets are nominated from the organisations they represent. The Mayor's Cadet is a high profile appointment and as such it is expected that the candidate should be of the highest standard with good interpersonal skills and the ability to interact with a wide range of people. The nominated cadet is normally a senior cadet who is under the age of 20.

The elected Mayor can decide which town organisation(s) they wish to appoint a cadet from. These can be from the Thame Air Training Corp, Army Cadet Force and from civil uniformed youth organisations – Scouts, Girl Guiding and St. John Ambulance if nominations are available.

Term of Office

The Mayor's Cadet will hold their appointment from the date agreed with the Town Mayor until the end of the civic year.

Duties

It is the responsibility of the "Parent" Cadet Force to liaise with the Mayor's Office to determine the duties for which the cadet will be required. They assist the Mayor as required and act as ambassadors for their organisations and the young people of the area. Examples of duties would be assisting with events such as the Town Awards, Civic Service, Remembrance Service and the Christmas Event. This is not exhaustive and will be adjusted as required by the Mayor in liaison with the organisation.

The outgoing cadet should, where possible, brief the incoming cadet on his/her expected duties. It is the responsibility of the Headquarters of the incoming cadet to arrange this process through the Headquarters of the outgoing cadet.

Badge

The Mayor's Cadet will be presented with a Mayor's Cadet Badge at a mutually agreed date with the Town Mayor and will be expected to wear the Mayor's Cadet Badge while on official duties during their term of office.

Presentation of Town Mayor's Cadet Certificate

At the end of the cadet's term of office they will be presented with a Certificate at the Annual Meeting of the Council.

Guidance Notes for the Mayor's Cadet

Suitable Occasions for the Mayor's Cadet's Attendance

The following events are typical occasions at which the Mayor's Cadet may be required to attend. The Mayor's Office will contact the "Parent" Cadet Force and nominated Cadet to confirm duties, dates and times they are required by the Mayor.

1. Annual Meeting of the Council – May
2. Town Awards
3. Civic Service
4. Remembrance Sunday Service & Armistice Day
5. Christmas Light Switch on Event

Typical Duties of the Mayor's Cadet

If it is a church service the Mayor's Cadet will be reserved a seat, near the Mayor or will remain within their detachment unless otherwise advised.

The Mayor's Cadet may be required to process with the Mayor during the Remembrance Service. The Mayor's Cadet may be asked to carry the wreath and hand it to the Mayor during the Service. The Mayor's Cadet may be requested to be involved with the Remembrance Service event operations by standing by the War Memorial and placing/tiding the wreaths laid by other town's organisations.

The Mayor may require assistance at presenting awards at formal occasions and may require the Mayor's Cadet to hand the award to the Mayor for presentation.

Any additional duties would be discussed with the Mayor's Cadet Senior Officer to agree requirements.

This is not an exhaustive list and may be amended as appropriate by the Mayor.

The Mayor's Cadet will not be in a situation where they are left on their own with the Mayor and will usually only attend civic matters within Thame.

It should be noted that no DBS check will be undertaken by the Town Council.