

## Planning the Weekly Squadron Meeting

Exciting, productive squadron meetings do not happen by accident. They require thoughtful planning. Shown below is a sample squadron meeting schedule you can use as a template. What is the cadet staff's role in planning squadron meetings? A cadet officer (ie: a flight commander or the cadet commander) will usually draft the unit's meeting schedule, which is then reviewed by the squadron commander or deputy. The NCO staff (ie: the first sergeant and flight sergeants) help their commanders implement the schedule. A good rule of thumb is to have a full quarter's schedule (13 weeks) outlined in broad strokes, and then for the weekly schedule to be developed in detail one week in advance. (See next page.) Most squadrons meet weekly for 2.5 hours. The cadet staff, with senior member guidance, plans the program. Units should organize their weekly meetings around a master schedule based on a 13-week quarter. This system ensures the unit fulfills the minimum training requirements through the "Emphasis Items" and "Core Curriculum" blocks, while allowing ample time for other projects through the "Special Training" block. (Again, the SEP squadron's environment will differ; see the SEP administrator's guide.)

Some important things regarding meeting schedules include:

- In a traditional squadron, weekly meetings should be 2.5 hours in duration.
- Squadron meetings should include hands-on activities – not just drill.
- Meetings should be planned well in advance, as shown by the depth of detail in the sample weekly schedule at right, bottom. Activities should help the cadets accomplish what they need to do to earn promotions.
- Meetings should be somewhat cumulative; that is what goes on at this week's meeting ought to dovetail with what the cadets are doing the following week.