

## Duties of Cadet RPHS Battalion Executive Officer

1. Reports to and receives orders from the Senior Marine Instructor (SMI) and/or Marine Instructor (MI) and cadet battalion commander, and coordinates battalion staff functions.
2. Takes post as the right flank man in the front rank of the battalion staff at all formations assemblies, parades, drills and ceremonies, and acts as adjutant in such formations.
3. Serves as second in command of the cadet battalion, and takes command of the cadet battalion in the absence of the cadet battalion commander.
4. Know the duties of and ensures the execution of all duties and responsibilities of the battalion staff.
5. Supervises the battalion staff, collects and reviews all staff work for the battalion commander's signature, collects and authenticates company reports from the company commander.
6. Strictly adheres to all Marine Corps Leadership Traits and Principles.
7. Carries out any additional responsibilities/duties that may be assigned from the SMI or MI.