

## Duties of Cadet RPHS Battalion Sergeant Major

1. Reports to and receives orders from the Senior Marine Instructor (SMI) and/or Marine Instructor (MI) and cadet battalion commander.
2. Takes post in the battalion staff, or fills in for missing staff members at all formations, assemblies, parades, drills and ceremonies as directed by the battalion commander.
3. Serves as the battalion commander's personal advisor and is representative in all matters regarding enlisted cadets including their morale, discipline, and well being.
4. Knows the duties of all cadet staff noncommissioned officers, and evaluates their performance for the battalion commander.
5. Meets with the company First Sergeants on a regular basis.
6. Ensures that all battalion ceremonies and functions are planned and conducted as close to to Marine Corps regulation as possible.
7. Strictly adheres to all Marine Corps Traits and principles.
8. Carries out any additional responsibilities/duties that may be assigned from the SMI or MI.