



RCA HONORARY COLONEL BRIEFING AIDE-MEMOIRE

The purpose of this Aide-Memoire is to assist new Honoraries in The Royal Regiment of Canadian Artillery to become familiar with their role as an Honorary, and promote a common understanding of commitment and expectations.

These are the types of issues which a new Honorary might wish to discuss with fellow Honoraries, the Commanding Officer and the Colonel Commandant.

Item	Subject	Discussion
1	Role of an Honorary	<ul style="list-style-type: none"> • To the Regiment • To the Community (Mayor, Provincial and Federal Representatives, Service Clubs, etc) • To the Royal Regiment • To the Army • To the Chain of Command • To the Minister of National Defence
2	Relationship with the Commanding Officer	<ul style="list-style-type: none"> • Division of Responsibilities • Mentoring • Ways to Support the CO and the Unit • Unit Training and Social Plan • Do's and Don't's
3	Hierarchy of Honoraries	<ul style="list-style-type: none"> • The Queen, Our Captain General • The Master Gunner of St. James's Park • Colonel Commandant
4	Personal Commitment	<ul style="list-style-type: none"> • Goals and Objectives (Establish Early) • Time and Energy • Connections • Financial Commitment • Periodic Report/Newsletter
5	Succession Planning	<ul style="list-style-type: none"> • Plan Early – a Normal Appointment is Three Years • Plan two Honoraries ahead – Recommend to Commanding Officer • Selection Criteria – See NOTE 1, below
6	State of the Artillery and Army	<ul style="list-style-type: none"> • Operations in Afghanistan • Size and Status of Artillery • Artillery Transformation • Regular Force & Reserve Cooperation & Collaboration • The Artillery as a Family/Institution • Governance of the Royal Regiment
7	History, Heritage & Traditions	<ul style="list-style-type: none"> • See RCA Standing Orders • Volumes 1 and 2, Gunners of Canada • Unit Regimental History
8	Government Policy	<ul style="list-style-type: none"> • Avoid Policy Issues (Stay in Your Lane) • Speak of and on Behalf of Your Regiment

9	Attendance/Participation at Unit Functions	<ul style="list-style-type: none"> • Ceremonial • Salutes • Dinners • Freedom of City • Graduation Parades • Field Training Exercises
10	Relationships with Other Units – Reserve and Regular Force	<ul style="list-style-type: none"> • Attending Functions • Knowing the Command Teams
11	Potential For Conflict of Interest	<ul style="list-style-type: none"> • Unlikely an Issue, but always worth consideration
12	Your Unit's Regimental Senate	<ul style="list-style-type: none"> • Terms of Reference - Review • Meetings
13	Governance	<ul style="list-style-type: none"> • Governance of the RCA as an Institution/Family (Governing Body, Artillery Council, Heritage Council, D Arty, etc) • Governance of Your Regimental Family (Senate, Association, etc)
14	Honoraries' Meetings (Annual, Periodic)	<ul style="list-style-type: none"> • Brigade • Area • National • RCAA
15	Royal Regiment of Canadian Artillery Honoraries	<ul style="list-style-type: none"> • 40 Artillery Hon Cols/LCols • Network • Sharing Information, Events, Ideas with Other Gunner Hon Cols
16	Unit Regimental Benevolent Fund	<ul style="list-style-type: none"> • Oversight • Support • Fundraising
17	Unit Association	<ul style="list-style-type: none"> • Constitution • Leadership • Participation • "Friends of the Regiment"
18	RCA Association	<ul style="list-style-type: none"> • Personal Membership • Unit Participation • Attendance at Annual General Meeting • Relationship to Conference of Defence Associations (CDA)
19	Reserves 2000	<ul style="list-style-type: none"> • Membership • Awareness
20	RCA Heritage Campaign	<ul style="list-style-type: none"> • Overview • Objectives – Tell the Story of the RCA • Local Initiatives • National Initiatives • Personal Commitment

21	Unit Projects	<ul style="list-style-type: none"> • Messes • Museum • Monuments • Battlefield Studies • Adventurous Training Events • Paintings • Fund Raising Events and Initiatives
22	Col Comdt Commendations and Coins	<ul style="list-style-type: none"> • See website • Initiate as appropriate • Create Hon Col Commendations
23	Interest in Soldiers	<ul style="list-style-type: none"> • Visits to Training • Celebrate Achievements • Bursaries • Employee/School recognition • Support when Deployed • Support upon Return • Family Support
24	Recruiting	<ul style="list-style-type: none"> • Public Engagements/Displays • Co-op Programs
25	Unit Communications and Website	<ul style="list-style-type: none"> • Support & Encouragement of Website • Unit Journal or Newsletter • Association Journal or Newsletter
26	RCA Website	<ul style="list-style-type: none"> • Continuous Development • Regular Contributions and Updates from Units
27	Quadrant and Annual Gunner	<ul style="list-style-type: none"> • Articles • Advertising
28	Community Events	<ul style="list-style-type: none"> • Local • Provincial • MPs, MLAs, Mayors, etc • Media Coverage
29	Key Dates/Ceremonies and Functions	<ul style="list-style-type: none"> • Artillery Day – 26 May • Remembrance Day – 11 November • Saint Barbara's Day – 4 December • Unit Birthday
30	Employer Support	<ul style="list-style-type: none"> • Canadian Forces Liaison Council (See Website - CFLC) • Local representative? • Contact with and Functions for Employers
31	Support to Injured and Deceased	<ul style="list-style-type: none"> • Attendance at Ceremonies/Repatriation • Regimental Funerals • Follow-up with Families
32	Families	<ul style="list-style-type: none"> • Invitations to become involved • Support when members absent
33	Band	<ul style="list-style-type: none"> • Piper, Trumpeter, Drums, etc • Funding • Uniforms • Instruments • Community Engagements

34	Cadets	<ul style="list-style-type: none"> • Sponsoring Agencies • Parades • Summer Camp • Visiting Summer Camp • Financial/Community Support • Awards/Bursaries
35	Museum and Regimental Property	<ul style="list-style-type: none"> • Protecting Regimental Property and Heritage • Telling the Story • Communicating to the Public, Business Community, Schools, etc
36	Travel	<ul style="list-style-type: none"> • Public • Personal
37	Uniforms	<ul style="list-style-type: none"> • DEU • Field Uniform and Clothing • Mess Kit • Blazer and Tie
38	Business Card	<ul style="list-style-type: none"> • Colonel Commandant Model

NOTE:

1. Honorary Colonel/ Lieutenant-Colonel Criteria

The criteria set out below are not in priority and some are in fact somewhat conflicting, but these are what should be considered – keeping in mind that an Honorary appointment is an appointment by the Minister of National Defence. Note that it would be indeed rare for one person to meet all of these criteria – hence between the two positions of Hon Col and Hon LCol one should seek to achieve a balance, and certainly an overlap in terms of timing. The bottom line is that they should be individuals who can further the interests of the Regiment through political, financial, military, community or Regimental influence. Suggested criteria are as follows:

- Available and committed for a three-year period.
- Must fit the criteria set out by Chief of Land Staff and NDHQ Personnel/HR Staff.
- Influential in the Community, and other circles of influence (businesses, universities, etc).
- Knowledgeable of the Army and well connected to senior ranking commanders and staff.
- History with and connection to the Regiment, having served with the Regiment or supported the Regiment.
- Financially comfortable, and prepared to support Regimental causes – short-term and long, either individually or by fund raising.
- Entrepreneurial in spirit, and strategic in thinking.
- Fit enough to participate in field events and visits.
- Articulate, inspirational and a leader.
- Connected to military and social networks in Canada, and in Community.
- Keen enthusiasm for the history, heritage and Regimental spirit of the Regiment
- Keen enthusiasm for the soldiers of the Regiment, and the greater Regimental family – Association, Cadets, Band, Museum, etc.