

Details, Duties, Expectations and Requirements of Officers in Company D

- At least 21 years of age.
- At least Four (4) years of consistent membership in Company D.
- Demonstrates mastery of tactics, commands, organization, and unit history.
- Demonstrates commitment to historical authenticity.
- Demonstrates relevant command presence and leads by example.
- Demonstrates mastery of all WCWA and company safety rules and regulations.
- Responsible for determining direction and well being of company in general.
- Takes in and submits membership forms and club safety tests.
- Manages/delegates all aspects of public relations/recruiting.
- Will keep and maintain a roster of every member in the unit with email address, phone numbers, mailing address (*for mailing purposes*), medical conditions/issues and weapon serial numbers.
- Maintains regular communication with the unit, battalion leadership, and WCWA board. Shares news and events and conveys concerns or issues.
- Before events contact the unit for tent counts, attendance and any loaner gear needed. At events he then directs/delegates camp layout at events. (*Coordinates civilian and military camp and gear needs.*)
- Coordinates, supports, and attends to the needs of unit civilians as well as military.
- Attends all events (need to specify here a little) to lead the company and set the example of leadership. *Exceptions are made for real life issues such as no time off from work, family emergencies or health reasons etc.*
- If unable to attend an event, the Captain will notify the company and First Sergeant as soon as possible. The First Sergeant will be informed of duties, expectations and what to expect for the weekend.
- Is authorized to relieve or appoint company officers & Non-Commissioned Officers as necessary.
- Drill, Parade and battle shall be attended and lead by the company commander unless absent or unable to attend for legitimate reasons.
- Commands and directs all aspects of field manoeuvres and battles at reenactments.
- Checks in with civilians to ensure that they have enough firewood and water available to them. If needed, notify the First Sergeant to assign a detail.
- Have nightly meetings with company Non-Commissioned Officers about the day and plans/expectations for the next day.
- Meet with civilians nightly to ensure all needs are being met and resolve any issues that are being had.
- Facilitates conflict resolution when necessary within the unit.
- Routinely seeks constructive input and opinions from the unit to better serve the needs and wants of the company.
- Instructs senior Non-Commissioned Officers the duties and expectations of the company commander.

Details, Duties, Expectations and Requirements of the First Sergeant

The First Sergeant is the prime example of what any Non-Commissioned Officer and Private should strive to be. Being the most experienced enlisted person in the unit, they have shown their command presence, battlefield capability and knowledge of drill. Being able to show professionalism at all times is a must and for standards to be kept within the company. Being First Sergeant means to be the “hammer” of the company commander and to carry out his needs so the company can run smoothly.

- At least 18 years of age.
- At least three (3) years of consistent membership in Company D.
- Show proper personal and emotional maturity for the position.
- Demonstrates mastery of tactics, drill, unit history, and leads by example.
- Demonstrates mastery of all WCWA and company safety rules and regulations.
- Demonstrates commitment to historical authenticity.
- Assists Commanding Officer in coordination with civilian needs.
- Communicates with Commanding Officer about the health and well being of unit members.
- Maintains unit roster with email address, phone numbers, mailing address (for mailing purposes), medical conditions/issues and weapon serial numbers.
- Required to attend most if not all events (we need to narrow this down a bit) to help lead the company and set the example of leadership. Exceptions are made for real life issues such as no time off from work, family emergencies or health reasons etc.
- Attend board meetings when able or when the company commander is unable to attend.
- As the senior Non-Commissioned Officer, sets the example and conducts himself with professionalism at all times.
- Assists the company commander when needed, with administrative duties, drill, battlefield command etc.
- Executes orders from the company commander and delegates the duties and details to the enlisted.
- Take morning roll call, absent and reporting for sick call for the morning report forms. Then to be at battalion headquarters for Orderly call.
- Provide after action reports and maintain strong communication with the Commanding Officer during events and throughout the year.
- Notify the company commander of if unable to attend an upcoming event so plans can be made and a fill in be brought up.
- Train junior Non-Commissioned Officers for the duties of First Sergeant. in case of absence.
- Sets up security (*camp guards, pickets etc.*)
- Assist in conflict resolution as needed.
- Have knowledge of every aspect of drill (both basic maneuvers and skirmish drill) and school of the soldier.
- Oversees proper layout of military and civilian camps and that all safety regulations are met. *Set up of tents in company street, digging of fire pits, firewood and water details for military AND civilian camps, policing of camp (litter, trash and FARB), guard mounts (if needed), making sure company is fit and ready to march out when required and assigning special details.*

Details, Duties, Expectations and Requirements of Sergeant

- At least 18 years of age
- At least three (3) years of consistent membership in Company D.
- Show proper personal and emotional maturity for the position.
- Demonstrates mastery of basic tactics, drill, unit history, and leads by example.
- Demonstrates mastery of all WCWA and company safety rules and regulations.
- Demonstrates commitment to historical authenticity.
- Executes orders from the First Sergeant, delegates the duties and details to the corporals and sees they are done.
- Reports to First Sergeant when tasks have been completed or unable to complete due to circumstances.
- Communicates with First Sergeant about the health and well being of unit members.
- As a Non-Commissioned Officer, sets the example and conducts himself with professionalism at all times.
- Oversees the training of new members in the position of the soldier, manual of arms and basic company drill.
- If the First Sergeant is absent, take morning roll call, absent and reporting for sick call for the morning report forms. Then to be at battalion headquarters for Orderly call.
- Trains the Corporals in the duties of the Sergeant in case of the Sergeant's absence.
- Takes part in all camp activities and preparations. *Set up of tents in company street, digging of fire pits, firewood and water details for military AND civilian camps, policing of camp (litter, trash and FARB), guard mounts (if needed), making sure company is fit and ready to march out when required and assigning special details.*

Details, Duties, Expectations and Requirements of the Ordnance Sergeant

- At least 20 years of age
- At least four (4) years of consistent membership in Company D.
- Demonstrates mastery of all WCWA and company safety rules and regulations.
- enough time in the unit,
- Licensed gunsmith preferably or confident and proven at cleaning and repairing Personal and company firearms.
- Have the tools necessary to work on and repair firearms in the company.
- Able to make basic to moderate repairs. *Repair burred or damaged parts with files and stones, replace defective parts with factory-made replacements, hand-fitting as necessary, disassemble, clean, inspect, lubricate and reassemble, remove corrosion and touch-up finish, check for excessive bore erosion.*
- Have all the spare parts for sharps and any other arms in the unit. *Mainsprings, nipples, sears, tumblers and various screws.*
- Rest of the duties of the Ordnance Sergeant are covered under the Details, Duties, Expectations of the Sergeant.

Details, Duties, Expectations and Requirements of Corporal

Corporals are the first step in the show of leadership and are the companies best privates. They show the basic "core values" of the unit and the future of the units leadership structure. Being

the Corporal, means to assist the Sergeant or First Sergeant in daily tasks and details so the company runs smoothly. They ensure details are carried out properly and in a timely manner.

- At least 16 years of age
- At least two (2) years of consistent membership in Company D.
- Show proper personal and emotional maturity for the position.
- Demonstrates mastery of basic tactics, drill, unit history, and leads by example.
- Demonstrates mastery of all WCWA and company safety rules and regulations.
- Demonstrates commitment to historical authenticity.
- Executes orders from the Sergeant or First Sergeant., delegates the duties and details and sees they are done.
- Reports to the Sergeant or First Sergeant (when Sergeant is not around) when tasks have been completed or unable to complete due to circumstances.
- Communicates with the sergeant or First Sergeant about the health and well being of unit members.
- Train junior enlisted members for the duties of Corporal in case of absence.
- As a junior Non-Commissioned Officer, sets the example and conducts himself with professionalism at all times.
- Oversees the training of new members in the position of the soldier, manual of arms and basic company drill.
- If the First Sergeant or Sergeant is absent, take morning roll call, absent and reporting for sick call for the morning report forms. Then to be at battalion headquarters for Orderly . call.
- Takes part in all camp activities and preparations *Set up of tents in company street, digging of fire pits, firewood and water details for military AND civilian camps, policing of camp (litter, trash and FARB), guard mounts (if needed), making sure company is fit and ready to march out when required and assigning special details.*