

P & P MANUAL – DISTRIBUTION OF

(Approve at Fall Conference 2006, Revision "3" Date 10/28/ 2006)

The District Commander may make available a copy of the D31 Policy & Procedure Manual to any member of District 31, as appropriate. Officers holding manuals should disseminate "copies" of the applicable subjects to their bridge, committees and/or committeemen.

Original copies of the Policy & Procedure Manuals were distributed to 35 officers. However, henceforth manuals will be monitored for 17 district officers plus the commanders and educational officers of each squadron. Mailing of manuals is not anticipated. Copies will continue to be distributed to designated officers (or their commanders) as they attend district Conferences. Revised pages of this manual are available on the district Web Site.

Each recipient is requested to keep his manual updated with revised pages and pass it on to his successor. An additional procedure outlined below will help achieve this result and ensure that individuals without access to email or the Web will have updated manuals.

The DChPlanCom or his representative will initiate the process at each Conference by distributing applicable revised pages to 4 district officers in hard copy form and by email to members of his committee and Web Master. He will also monitor that manuals have been passed on for these officers.

District Chairman of the Planning Committee is responsible for manuals for the:
DC, DEXO, DSecy, DchPlanCom, 4 other members of PlanCom, Web Master

The following individuals will do likewise for officers, as listed, who do not have access to the Internet and monitor that those who do have access have updated their manuals and all pass them on:

District Commander is responsible for manuals for the:
DEO, DAO, DTreas, Immediate Past D/C

District Executive Officer is responsible for manuals for each SC in the district
Squadron Commander is responsible for manuals for each EO in his squadron.

District Secretary is responsible for:
Asst DSecy, DChNomCom, DChRulesCom, DChAuditCom, DBudget & Finance Officer.

The sources for updating information shall be:

1. The minutes of the council and conference meetings
2. The Planning Committee or the District Commander
3. The Bylaws – from the District RulesCom (upon approval by the USPS ComRules)

The sources for new subjects for the manual may be from any district or squadron bridge or committee. Any member of District 31 may present a subject with the approval of his own squadron's executive committee. These new subjects may be sent to PlanCom and presented at any Council or Conference.