

UNITED STATES POWER SQUADRONS®

SAIL AND POWER BOATING

America's Boating Club



DISTRICT 28 JOB DESCRIPTIONS

ELECTED AND APPOINTED OFFICERS

December 2010

Document Currently Under Review

PREFACE

This manual is based on a document that the National Operations Training Committee prepared for a District Job Descriptions manual in 1999. It was intended to be the property of the District and be available to those persons elected or appointed to the various positions. To that end, this manual has been adapted to the operations of USPS District 28.

In particular, these job descriptions should prove helpful to the District Nominating Committee in evaluating or enlightening prospective nominees. They could likewise prove helpful in recruiting for appointed positions.

These job descriptions are intended to be "working" position guidelines and subject to change as the situation warrants. Recommended change(s) are to be submitted to the District Chair, or Personnel who are responsible for maintaining these documents.

These job descriptions include the formulation of a District Executive Committee consisting of the Bridge, D/1st/Lt's, the Immediate P/D/C, the Chairmen of the Planning, Finance, Nominating, Membership, Membership Involvement, Rules Committees, and the Law Officer(s). This committee would be responsible for the ongoing business affairs.

District officers and committee chairmen are to pass this Job Description manual to their successors at the appropriate time.

Any word or words that denote gender apply equally to both sexes.

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TABLE OF ABBREVIATIONS
DISTRICT 28 JOB DESCRIPTIONS

<u>Positions</u>	<u>Abbreviations</u>
District Commander	D/C
Flag Lieutenant	D/F/Lt
District Executive Officer	DXO
Chair, Cooperative Charting Committee	ChDCoChCom
Chair, Liaison Committee	ChDLCom
Chair, Public Relations Committee Chair	ChDPRCom
Chair, Legislative Committee	ChDLEGO
Chair, Radio Technical Committee	ChDRTCom
Chair, Safety Committee	ChDSCom
District Educational Officer	DEO
Asst District Educational Officer Chair	AsstDEO
Teaching Aids Committee	ChDTACom
District Administrative Officer	DAO
Asst Administrative Officer	AsstAdmin
Chair, Membership Committee	ChDMemCom
Chair, Boating Activities Committee Chair	ChDBACom
Chair, Operations Training Committee	ChDOTCom
District Secretary	DSec
Asst District Secretary	AsstDSec
District Treasurer	DTreas
Asst District Treasurer	AsstDTreas
Chair, Budgeting Committee	ChDBudCom
Chair, Property and Awards Committee	ChDPropAwards
General Committees	
Chair, Auditing Committee	ChDAudCom
Chair, Nominating Committee	ChDNomCom
Chair, Planning Committee	ChDPlanCom
Chair, Rules Committee	ChDRCom
Standing Committees	
Educational Fund Representative	DEduFund
Finance Committee	DFinCom
Law Officer	DLaw
Personnel Committee	DPerCom
Other Committees	
District Executive Committee	DExCom

District 28 Job Description – District Commander

TITLE: DISTRICT COMMANDER

GENERAL: The District Commander is the ranking officer of the District and presides at all District meetings and serves as an ex-officio member of all District committees, except Auditing, Nominating and Rules committees. The D/C is responsible for creating a close bond among the District Squadrons.

The District Commander is obligated to conduct extensive correspondence.

The D/C serves as liaison with the Squadron Commanders on District and National affairs and it is his duty to keep all Squadron Commanders informed of such District and National matters as concerns their Squadrons.

The D/C is the liaison between the Governing Board and National officers and the Squadrons of the District.

The D/C reports directly to the National Executive Officer who is responsible for general supervision and coordination of District activities.

RESPONSIBILITIES:

1. Appoint, with the approval of the Council, a Chaplain, a Flag Lt, Aide(s), Parliamentarian, and Chairmen and members of the appointive committees and such other Lieutenants as deemed necessary.
2. To call meetings of the District Conference and the Council as provided by the District Bylaws.

Notify the National Executive Officer prior to the District Fall Conference as to date and location of the next Spring Conference. Similarly, the National EXO should be notified of the Fall Conference prior to the National Annual Meeting.

3. To chair and call meetings of the District Executive Committee as provided by the District Bylaws.
4. To review with the DXO the program for the conduct of District Executive Department activities.
5. To review with the DEO the program for the conduct of District Educational activities.
6. To review with the DAO the program for the conduct of District Administrative activities.
7. To review with the DSec the program for the conduct of District Secretarial activities.
8. To review with the DTreas the program for the conduct of District financial activities.

District 28 Job Description – District Commander

9. Submit before the Fall Governing Board Meeting, to the Ch, USPS Committee on Nominations, recommendations for General Members of the Governing Board.
10. Before 15 November ensure that all Squadron Commanders send in Merit Mark recommendations to the Area Monitor.

The D/C follows the same procedure and observes the same deadlines as the Squadron Commanders and considers for recommendations members of the District staff and members active in District affairs as well.

Reviews the services and work of each Squadron Commander of the District and, where warranted, recommends each for a Merit Mark.

Responsible for obtaining and considering recommendations made by the predecessor who was in office for part of the same calendar year, and also preparing a service record for the succeeding D/C, for services contributed by members from 1 January to the Change of Watch.

11. Understand duties and responsibilities as a member of the Governing Board and coordinate the reporting activities of Bridge Officers and the General Members of the Governing Board.
12. To attend the USPS Executive Department meeting held immediately prior to G/B meetings.
13. Keep a record of all dates of National, District and Squadron functions at which the D/C's presence is likely to be expected or requested.
14. It is incumbent upon the D/C to visit each Squadron in the District at least once a year and attend as many Squadron functions as possible. In addition, it is a responsibility of the D/C to conduct ceremonies in connection with the installation of new Squadron officers. If it is not possible to perform these duties, the D/C should designate a D/Lt/C to represent him.
15. Understands the preparation of all required USPS reports at District and Squadron level.
16. Notify the National Executive Officer when the D/C has granted an exception to Squadron officer nominees regarding the lack of an Advanced Grade and/or Merit Mark, with the reasons therefore, per Section n.n of the USPS Operations Manual.
17. Responsible for the procedures described in Section 15, USPS Operations Manual, concerning the formation of new Squadrons. Formal meetings for the purpose of forming a new Squadron are initiated following approval by the National EXO and the D/C. The D/C is responsible that a proposed new Squadron has complied with all instructions for forming the Squadron.

If the revitalization of a Squadron appears impossible, the D/C should report the facts to the National EXO.

District 28 Job Description – District Commander

18. Reviews the progress of the Squadrons in discharging the objectives and goals of USPS. Takes appropriate actions with Squadron Commanders to secure membership retention. Demonstrates ability in the conduct of meetings, and brings to the position the experience in reviewing credentials and selection of the appointed officers.
19. To review the progress of the Squadrons, determine the future needs of the District and prepare proposed plans, projects and actions for the District to improve its long term growth.
20. To prepare article(s) for publication in the District newsletter.
21. To host District social events.
22. To prepare an annual department budget and submit to the Budget Committee.
23. To prepare a written report at the end of the Watch year, or semi-annually between Conferences, in such detail as requested by the National Executive Officer.
24. To pass on to his successor all files concerning District business transacted during his term of office, including National correspondence and directives from all departments, National manuals, Merit Mark recommendations, unused forms, etc., and business correspondence with the members of the Squadrons of the District.

District 28 Job Description – Flag Lieutenant

TITLE: FLAG LIEUTENANT

GENERAL: To perform assigned duties as the District Flag Lieutenant and assist in handling such other details the District Commander views as important in the performance during his term in office.

RESPONSIBILITIES:

1. The Flag Lieutenant is the District Commander's right hand during the year, primarily at meetings. The D/F/Lt should be seated at meetings so eye contact is always made with the District Commander and thus available to assist at any time the occasion arises.
2. It is suggested that the D/F/Lt plan on attending all meetings that the D/C attends, which includes:
 - Annual Meeting (1)
 - Governing Boards (1)
 - District Conferences (2)
 - Council Meetings (2)
 - District Executive Committee Meetings
 - All other meetings attended by D/C
3. The District Conference is the time that the D/F/Lt responsibilities are the greatest. There are always many minor problems that come up during the conference. The D/F/Lt can handle many of these in facilitating a successful Conference/meeting.

District 28 Job Description – Aide

TITLE: AIDE

GENERAL: To perform assigned duties as the Administrative Assistant to the District Commander.

RESPONSIBILITIES:

To perform those duties assigned by the District Commander.

Duties may include but are not limited to:

1. Create and maintain a timetable and calendar of events of:
 - a. Reports due to National.
 - b. Requiring the D/C's attendance.
 - c. Reports due from Bridge Officers.
2. Prepare for the D/C's approval and thereafter distribute the meeting agenda for:
(a) Conference. (b) Council, (c) Executive and/or (d) Special Meetings.
3. Maintain the Commander's administrative files.
4. Coordinate:
 - a. National VIP visits.
 - b. Change of Watch and/or Commander Reception activities.

District 28 Job Description – Chaplain

TITLE: CHAPLAIN

GENERAL: To pronounce invocations and benedictions at District Conferences.

RESPONSIBILITIES:

1. To counsel Squadron Chaplains who may wish suggestions as to ceremonies and prayers.
2. To use Sections 11.55 thru 11.66 of the USPS Operations Manual as a reference base.
3. An example of a meeting invocation can be found on the District 28 website at: <http://www.usps.org/localusps/d28/member/invocation.pdf>

District 28 Job Description – Fleet Captain

TITLE: PARLIAMENTARIAN

GENERAL: To assist the District Commander in the conduct of any meetings.

RESPONSIBILITIES:

1. To provide council and advise to the D/C and other officers, committees and members on matters of parliamentary procedure, regarding Notices, Agenda, and any Special Orders for Council, Conference or Executive Committee meetings.
2. To assist the D/C, or meeting chairman, with the conduct of any meeting for which *Robert's Rules of Order* apply.
3. To maintain a position of impartiality, and therefore does not make motions, participate in debate, or vote on any question except in the case of a ballot vote

DISTRICT COMMANDER'S DEPARTMENT

Job Descriptions Notes And Comments

TITLE: DISTRICT EXECUTIVE OFFICER

GENERAL: To assist the District Commander and is responsible for the general supervision of the Squadron Commanders and for other functions sometimes described as "external affairs."

Report to and assist the District Commander as requested or directed. In the absence or incapacity of the D/C, perform the duties and exercise the powers of the District Commander.

RESPONSIBILITIES:

1. Be responsible to the Conference, the Council and the Commander for all committees assigned to the Executive Department.
2. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
3. To supervise the District Star Program including a review of the program guidelines with the squadrons, solicitation of Squadron Goals and point calculation at the conclusion of the program year
4. To hold periodic meetings with Squadron Commanders for advising them on questions of District interest that should appear on agendas of the Squadrons' General or Executive Committee meetings.
5. To review the minutes of the Squadrons' meetings and to bring to the attention of the District Council resolutions or recommendations in which action by that body is required.
6. To assess the Squadron Commanders and advise the District Commander for Merit Mark recommendations.
7. To attend as many USPS Annual and Governing Board meetings as possible.
8. To prepare article(s) for publication in the District newsletter.
9. To prepare an annual department budget and submit to the Budget Committee.
10. To coordinate visits of the DIC and/or his representative to the Squadrons.
11. To conduct ceremonies in connection with the installation of new Squadron officers at the request or/or in the absence of the District Commander.
12. To prepare a written report at the end of the Watch year, or semi-annually between Conferences, in such detail as requested by the District Commander.
13. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Cooperative Charting Committee

TITLE: Ch, COOPERATIVE CHARTING COMMITTEE

GENERAL: To coordinate and promote Cooperative Charting activities within the District. To counsel and encourage the activities of the District Cooperative Charting Committee.

To serve as liaison between the National Cooperative Charting Committee and the District Committee (consisting of those Squadron ChCoCh's).

RESPONSIBILITIES:

1. To maintain sufficient Cooperative Charting materials on hand for demonstration and/or usage purposes.
2. To process all individual reports received from the Squadron Chairs and forward to National Ocean Service (NOS).
3. To coordinate entries into USPS National contests relating to Cooperative Charting activities. Utilize the District website for progress reports and announcements.
4. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron Ch,CoCh) .
5. To prepare an annual COOPERATIVE CHARTING timetable and calendar of events, including charting events prior to each Council and Conference, and submit to the District Executive Officer.
6. To become thoroughly familiar with the Cooperative Charting manual and recovery reporting procedures.
7. To prepare article(s) for publication in the District newsletter.
8. To prepare an annual committee budget, if required, and submit to the District Executive Officer.
9. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Executive Officer.
10. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Vessel Safety Check

TITLE: Ch, VESSEL SAFETY CHECK

GENERAL: To direct the Vessel Safety Check (VSC) program in the District and to maintain communication with the national Vessel Safety Check Committee.

To act as liaison between the National Vessel Safety Check Committee and the District Committee (consisting of those Squadron VSC Officers).

RESPONSIBILITIES:

1. To formulate ideas and the collection of data which will tend to stimulate the expansion of the VSC program.
2. To maintain sufficient VSC decals on hand for handouts by Squadron Vessel Examiners.
3. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron VSC Officer) .
4. To prepare ideas and suggestions, in cooperation with the Ch,DPRCom, to bring vessel safety check programs to the attention of the public, with emphasis to Safe Boating Week.
5. To coordinate VSC activities with other committee(s) as requested by the District Executive Officer.
6. To prepare article(s) for publication in the District newsletter.
7. To prepare an annual committee budget, if required, and submit to the District Executive Officer.
8. To receive reports from Squadron VSC Officers as relating to their planning, programs and activities of their National Safe Boating Week and prepare USCG reports.
9. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Executive Officer.
10. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Liaison Committee

TITLE: Ch, DISTRICT LIAISON COMMITTEE

GENERAL: To promote and maintain good relations with public officials and non-USPS organizations concerned with recreational boating safety. This committee shall consist of member representatives of the States within the District.

To serve as liaison between the National Government & Partner Relations AdHoc Committee and the District Committee (consisting of those Squadron ChLCom's).

RESPONSIBILITIES:

1. To present and retire the colors, as may be requested, at the opening and closing ceremonies of District Council Meeting(s) and/or Conference(s).
2. To refrain from making any contact with an office, which is the national headquarters of any organization, regarding liaison activities without first obtaining authorization from the Chief Commander.
3. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron SLO).
4. To recommend to the District Executive Officer the names of individuals to invite as guests and/or speakers for District functions.
5. To prepare an annual committee budget, if required, and submit to the District Executive Officer.
6. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Executive Officer.
7. To turn over to his/her successor the files, records, reports, communications and documents of the District.

District 28 Job Description – Public Relations Committee

TITLE: Ch, PUBLIC RELATIONS COMMITTEE

GENERAL: To assist in conceiving and coordinating Public Relations as relating to Squadron activities promoting the public Boating Course classes.

To serve as liaison between the National Public Relations Committee and the District Committee (consisting of those Squadron ChPROCom's).

RESPONSIBILITIES:

1. To create/maintain list of contacts with local media.
2. To maintain sufficient PRO materials on hand for demonstration/usage.
3. To coordinate entries into USPS National contests relating to PRO activities.
4. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron PRO).
5. To promote and oversee the USPS Cooperative Advertising program and to submit CoOp Advertising Refund Requests to appropriate member of National Marketing & PR Committee.
6. To prepare an annual PUBLIC RELATIONS timetable and calendar of events and submit to the District Executive Officer.
7. To become thoroughly familiar with the PRO manual.
8. To coordinate PRO activities with other committee(s) as requested by the District Executive Officer.
9. To prepare article(s) for publication in the District newsletter.
10. To prepare an annual committee budget and submit to the District Executive Officer.
11. To receive from the Squadron PRO's the NPR 101S forms after the completion of each public Boating Course class; prepare and submit the NPR 101D form/report to National.
12. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Executive Officer.
13. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Legislative Committee

TITLE: Ch. LEGISLATIVE COMMITTEE

GENERAL: To advise the District Executive Officer and the District membership on legislative matters. enacted or proposed. affecting boating in the District. This Committee shall consist of the member representatives of the States within the District.

To serve as liaison between the National Committee and the District Committee (consisting of those Squadron LEGO's).

RESPONSIBILITIES:

1. To consult with the National Government & Partner Relations AdHoc Committee (G&PRC) or the Chief Commander before representing the District or any Squadron in connection with existing laws, proposed legislation, Memorandums of Understanding or Statements of Agreement (MOU/SOA).
2. To seek and gather information on the laws, proposals, and regulations affecting boats, boatmen, and water sports and report on the subject to the DXO. membership and to the G&PRC for their consideration.
3. To report to the G&PRC, with copies to the C/C. D/C and DXO of all state legislative actions proposed or enacted in reference to boating law changes.
4. To prepare a written annual report at the end of the Watch year. or semi-annually between Conferences in such detail as requested by the District Executive Officer.
5. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Radio Technical Committee

TITLE: Ch, RADIO TECHNICAL COMMITTEE

GENERAL: To serve as liaison between the National Electro-Mechanical Committee (EMCom) and the District Committee (consisting of those Squadron Radio Technical Officers (SRTOs).

To function in a manner parallel to the EMCom by establishing liaison with organizations in the District concerned with maritime electronic systems and other forms of radio communications.

RESPONSIBILITIES:

1. Receives all EMCom mailings and forwards required information to the SRTOs in the District, requesting information or opinions when desired.
2. Reviews periodicals and RTCM reports for radio/technical information that would be of interest to the boater and pass along any materials of interest to the Squadron SRTOs.
3. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron SRTO).
4. Forward copies of minutes and/or reports of committee meetings to the National ChEMCom.
5. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Executive Officer.
6. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Descriptions – Boat Show Committee

TITLE: Ch, SAFETY COMMITTEE

GENERAL: To direct the Safety program in the District and to maintain communication with national organizations and government services within the District whose activities are directed toward boating safety.

To act as liaison between the National Recreational Boating Safety Committee and the District Committee (consisting of those Squadron Safety Officers).

RESPONSIBILITIES:

1. To formulate ideas and the collection of data which will tend to stimulate constant vigilance against hazards inherent in the use, operation and maintenance of boats.
2. To maintain sufficient SAFETY promotional materials on hand for demonstration and/or usage.
3. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron Safety Officer) .
4. To prepare ideas and suggestions, in cooperation with the Ch,DPRCom, to bring safety information to the attention of the public, with emphasis to Safe Boating Week.
5. To prepare an annual SAFETY timetable and calendar of events and submit to the District Executive Officer.
6. To coordinate SAFETY activities with other committee(s) as requested by the District Executive Officer.
7. To prepare article(s) for publication in the District newsletter.
8. To prepare an annual committee budget, if required, and submit to the District Executive Officer.
9. To administer the Safety Award Program within the District.
10. To receive reports from Squadron Safety Officers as relating to their planning, programs and activities of their National Safe Boating Week and prepare USCG reports.
11. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Executive Officer.
12. To turn over to his/her successor all files, records, reports, communications and documents of the District.

DISTRICT EXECUTIVE OFFICER'S DEPARTMENT

Job Descriptions Notes and Comments

District 28 Job Description – District Educational Officer

TITLE: DISTRICT EDUCATIONAL OFFICER

GENERAL: To assist the District Commander and is responsible for supervising all educational affairs within the District, coordinating the educational activities of the Squadrons within the District, and serving as their representative to the National Educational Department.

The District Educational Officer is chairman of the District Educational Committee composed of Squadron Educational Officers, the Assistant District Educational Officer, and the Chair, Teaching Aids Committee.

RESPONSIBILITIES:

1. Be responsible to the Conference, the Council and the Commander for all committees assigned to the Educational Department.
2. Assist the District Commander in the arrangements for the District educational meetings and represents the National Educational Department at District Conferences or Squadron meetings at which there is no National Educational Officer present.
3. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
4. To counsel on the recommendations for SEOs and AsstSEO's with the Squadron Nominating Committees and approves their nomination as delegated by the National Educational Officer.
5. To communicate material and procedural changes to SEOs.
6. To provide assistance, promotion and encouragement to all members of the District through the SEOs relative to USPS Educational offerings.
7. To forward the public Boating Course reports from the Squadrons to USPS HQ.
8. To provide to USPS HQ and to Boat/US complete information on public Boating Courses classes within the District. This is best accomplished by encouraging the squadrons to register their classes via the HQ-800 online form.
9. To provide the Squadron SEO's and District Webmaster monthly status reports of the Squadron Educational programs.
10. To attend as many USPS Annual and Governing Board meetings as possible.
11. To attend the meetings of the National Educational Department preceding G/B meetings.
12. To prepare article(s) for publication in the District newsletter.
13. To prepare an annual department budget and submit to the Budget Committee.

District 28 Job Description – District Educational Officer

14. To conduct ceremonies in connection with the installation of new Squadron officers at the request of/or in the absence of the D/C.
15. To prepare a written report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Commander.
16. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Assistant District Educational Officer

TITLE: ASSISTANT DISTRICT EDUCATIONAL OFFICER

GENERAL: To assist the District Educational *Officer* in the performance of his duties, and, in the absence or incapacity of the District Educational Officer, to act in his place including voting at any meeting. (check the bylaws for the voting right)

RESPONSIBILITIES:

1. To perform those duties requested by the DEO. Such duties may include but are not limited to:
 - To accumulate data in determining the winner of the Prince Henry Award and other District educational awards and report such to the District Educational Officer prior to the Fall Conference.
 - To make recommendation for change(s), if any, in the rules of District educational awards to the District Educational Officer and assist the Squadrons if any change(s) are needed in the Deeds of Gift.
 - To assist the Teaching Aids Chairman in maintaining a District library of educational films, videos, books, magazines and publications for use by Squadrons.
 - To maintain a listing of all District educational items of accountability, to include course materials and/or teaching aids.
2. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
3. To prepare a written report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Educational Officer.
4. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Teaching Aids Committee

TITLE: Ch, TEACHING AIDS COMMITTEE

GENERAL: To counsel with the District Educational Officer and Squadron SEO's in the construction and maintenance of teaching devices for the various courses.

To serve as liaison between the National Committee and the District Committee (consisting of those Squadron ChTACom's).

RESPONSIBILITIES:

1. To assist the Squadron ChTAs in creating and submitting entries into the District and National Teaching Aids Exhibits.
2. To conduct District Teaching Aids Exhibits at each Conference.
3. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron ChTAs).
4. To prepare an annual committee budget, if required, and submit to the District Educational Officer.
5. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Educational Officer.
6. To turn over to his/her successor all files, records, reports, communications and documents of the District.

DISTRICT EDUCATIONAL OFFICER'S DEPARTMENT

Job Descriptions Notes and Comments

District 28 Job Description – District Administrative Officer

TITLE: DISTRICT ADMINISTRATIVE OFFICER

GENERAL: To assist the District Commander and performs duties assigned by the DIC, the District Council or the District Conference(s). Supervises other functions sometimes known as "internal affairs."

RESPONSIBILITIES:

1. Be responsible to the Conference, the Council, and the Commander for all committees assigned to the Administrative Department.
2. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
3. To attend as many USPS Annual and Governing Board Meetings as possible.

To attend the meetings of the National Administrative Department preceding GIB meetings.
4. To prepare article(s) for publication in the District newsletter.
5. To prepare, in consultation with the D/C and the DEO, the program(s) for each District Conference.

To coordinate the scheduling of each District Conference and Council with the host Squadron(s). The host Squadrons for each Conference can be found in the District Policies and Procedures.
6. To prepare an annual department budget and submit to the Budget Committee.
7. To conduct ceremonies in connection with the installation of new Squadron officers at the request of/or in the absence of the District Commander.
8. To prepare a written report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Commander.
9. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Membership Committee

TITLE: Ch, MEMBERSHIP COMMITTEE

GENERAL: To assist all Squadron Membership Chairs in their efforts to identify, recruit and process new members.

To serve as liaison between the National Committee and the District Committee (consisting of those Squadron ChMemCom's).

RESPONSIBILITIES:

1. To make a sincere effort to maintain a net growth rate annually.
2. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
3. To conduct group meetings with the Squadron Membership Chairs at each District Conference.
4. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron Membership Chair).
5. To help formulate, in cooperation with National Membership Committee and in conjunction with Squadrons, the general procedures for guidance of Squadron Membership Chairmen and membership committees.
6. To prepare an annual MEMBERSHIP timetable and calendar of events and submit to the District Administrative Officer.
7. To prepare article(s) for publication in the District newsletter.
8. To prepare an annual committee budget, if required, and submit to the District Administrative Officer.
9. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Administrative Officer.
10. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Member Involvement Committee

TITLE: Ch, MEMBER INVOLVEMENT COMMITTEE

GENERAL: To assist all Squadron Member Involvement Chairmen in developing and implementing ways of involving all Squadron members, old and new, in Squadron activities, programs, committees, social and educational programs.

To serve as liaison between the National Membership Involvement Committee and the District Committee (consisting of those Squadron Chairs, Member Involvement).

RESPONSIBILITIES:

1. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
2. To work closely with the Chair, District Membership Committee (ChDMemCom) in allowing that committee to concentrate on the process of interviewing and bringing new members into USPS.
3. To conduct committee meetings with the Squadron Member Involvement Chairs at each District Conference.
4. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron Involvement Chair).
5. Provide a communications link between the new member and/or older inactive member and the District/Squadron through whatever means the committee deems appropriate, including but not limited to: personal visits, postcards, telephone contacts, letters, use of the buddy system, new or inactive member nights, and to encourage new or renewed interest in the District/Squadron. This might include surveying inactive or new members to determine what they want, need or expect from the District or Squadron.
6. To apprise the District Administrative Officer of the needs and desires of the District membership.
7. To prepare an annual INVOLVEMENT timetable and calendar of events and submit to the District Administrative Officer.
8. To prepare article(s) for publication in the District newsletter.
9. To prepare an annual committee budget, if required, and submit to the District Administrative Officer.
10. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Administrative Officer.
11. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Boating Activities Committee

TITLE: Ch, BOATING ACTIVITIES COMMITTEE

GENERAL: To provide guidance and support to host Squadrons in support of Boating Activities scheduled on a District basis.

To serve as liaison between the National Squadron Activities Committee (SAC) and the District Committee (consisting of those Squadron ChBACom's).

RESPONSIBILITIES:

1. Ensure that the Districts geographical area is adequately covered by Squadron Port Captains. Request the Squadron Commanders and/or Administrative Officers to review the port captains for their squadrons. If any additions, changes, or deletions they should submit a new registration form to the SAC. The online registration form can be found at:

www.usps.org/national/PortC/pcform.html

The online Port Captain's Directory (USPS member only) can be found at:

www.usps.org/x/x.pl/x/x.cgi?boatact/member/candr.html

2. Oversee that District cruise and rendezvous activities are properly planned and coordinated.
3. To submit District and Squadron cruise and rendezvous (C&R) activity schedules to the SAC for publication in THE ENSIGN and online listing. The online form can be found at:

www.usps.org/national/boatact/cr_rendform.html

The C&R (USPS member only) online listings can be found at:

www.usps.org/x/x.pl/x/x.cgi?boatact/member/candr.html

4. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron Boating Activities Chair).
5. To prepare an annual BOATING ACTIVITIES timetable and calendar of events and submit to the District Administrative Officer. This should be completed on or before the Spring Conference and updated as necessary.
6. To prepare article(s) for publication in the District newsletter.
7. To prepare an annual committee budget, if required, and submit to the District Administrative Officer.
8. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Administrative Officer.
9. To turn over to his/her successor all files, records, reports, communications and documents of the District.

TITLE: Ch, OPERATIONS TRAINING COMMITTEE

GENERAL: To plan, promote and conduct Operations Training and or Leadership Development programs at the District level and coordinate the OT/LD activities of the Squadrons.

To provide liaison between the National Operations Training or Leadership Development Committee and the District Committee (consisting of those Squadron ChOT/LDCom's).

RESPONSIBILITIES:

1. To coordinate distribution of National OT/LD Committee reports to Squadrons.
2. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron Ch, OT/LD committee) .
3. To assist Squadrons with the implementation of the Leadership Development and OT Programs. To consult with the DAO and D/C in selecting' LDP instructors within the District.
4. To keep the National OT/LDCom Area Representative informed of OT/LD activities within the District and to solicit assistance when desired.
5. To prepare and distribute OT-3 Forms in accordance with established procedures.
6. To become thoroughly familiar with the OT Manual.
7. To prepare an annual OPERATIONS TRAINING program timetable and calendar of events and submit to the District Administrative Officer.
8. To prepare article(s) for publication in the District newsletter.
9. To prepare an annual committee budget, if required, and submit to the District Administrative Officer.
10. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Administrative Officer.
11. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Educational Fund

TITLE: Ch, EDUCATIONAL FUND

GENERAL: To encourage all Squadrons to make annual contributions to the USPS Educational Fund.

RESPONSIBILITIES:

1. Define the contribution parameters that entitle the Squadrons to qualify for the Educational Fund Honor Roll and forward that information on to the Squadron Commanders and Treasures at the beginning of each Squadron Watch year.
2. Keep informed of the National Educational Fund activities and the projects it provides grants for. These are often described in the minutes of the USPS Operating Committee and Governing Board.
3. To prepare article(s) for publication in the District newsletter.
4. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Administrative Officer.
5. To turn over to his/her successor all files, records, reports, communications and documents of the District.

DISTRICT ADMINISTRATIVE OFFICER'S DEPARTMENT

Job Descriptions Notes and Comments

District 28 Job Description – District Secretary

TITLE: DISTRICT SECRETARY

GENERAL: To assist the District Commander and to perform the duties relating specifically to those committees handling the secretarial affairs of the District.

RESPONSIBILITIES:

1. Be responsible to the Conference, the Council and the Commander for all committees assigned to the Secretary's Department.
2. To record the official attendance at Executive, Council and Conference meetings.
3. To record the minutes of the Executive, Council and Conference meetings and to distribute them, in a timely manner and to conduct the correspondence of these bodies.
4. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
5. To maintain a current mailing list for meeting notices and other District communications, to include the Chief Commander, the National Executive Officer, the National Educational Officer, and the National Secretary.
6. To request/receive written certifications from Squadron Commanders for delegates to the District Conference(s).
7. To formulate for the D/C's approval, and thereafter distribute the Call to Meeting and agenda of Council and Conference meetings.
8. To maintain custody of the official copies of the District Bylaws, Policies and Procedures, Deeds of Gift, and these Job Descriptions and to keep them updated. Also maintain a copy of the current Star Program Deed of Gift. Provide each Squadron Commander with a list of Star guidelines at the beginning of each watch year.
9. To maintain a file of all documents, records and communications of the District.
10. To preserve in convenient, readily accessible form important motions, sometimes referred to as Standing Rules or standard operating procedures (SOP) that might otherwise become lost in the minutes of past Council/Conference meetings. This might be better served by a list of Action Items, including motions adopted or defeated, from each Council and Conference.
11. To distribute copies of all Council and Conference Minutes to the National Executive Officer, the National Educational Officer and the National Secretary. (Check to see if copies need to go to all. As a courtesy we normally send the Conference Chief's Representative a copy)

District 28 Job Description – District Secretary

12. To assist the District Rules Committee with the distribution of any amendments to the District Bylaws. Upon the conclusion of a final vote by a District Conference to approve amended bylaws, sign the bylaws Certification and Approval page to attest that all the prescribed procedures used in the amendment process were followed.
13. To prepare and submit on forms provided by National, the names and addresses of the newly elected District Officers and Committee Chairman (Form OD-1) for inclusion into the National Directory. This responsibility may be delegated to the chairman of the District Directory.
14. Prepare and distribute the annual District Directory as specified by the District 28 Policies and Procedures. The structure of the directory is defined in the Ch, District Directory Job Description
15. The District Secretary should encourage that squadrons submit their list of Squadron officers and Committee Chairman are submitted on Form OD-2. This task should be done as soon as the positions are known. The District and Squadron Database Managers can easily electronically submit the appropriate forms when provided with the information.
16. To attend as many USPS Annual and Governing Board Meetings as possible.
17. To prepare article(s) for publication in the District newsletter.
18. To prepare an annual department budget and submit to the Budget Committee.
19. To conduct ceremonies in connection with the installation of new Squadron officers at the request of/or in absence of the District Commander.
20. To prepare and forward to the District Merit Mark chairman all merit mark recommendations for the District members of this department.
21. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences, in such detail as requested by the District Commander.
22. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Assistant District Secretary

TITLE: ASSISTANT DISTRICT SECRETARY

GENERAL: To assist the District Secretary in the performance of his duties, and, in the absence or incapacity of the District Secretary, to act in his place including voting at any meeting.

RESPONSIBILITIES:

1. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
2. To prepare/distribute a directory of the District elected/appointed Officers at the Spring Conference.
3. To distribute change notice(s) to the District Directory on an "as needed" basis
4. To take back-up notes at Executive, Council and Conference meetings

District 28 Job Description – Historian

TITLE: HISTORIAN

GENERAL: To collect, maintain, insure the preservation of historical documents relating to the District.

To serve as liaison between the National Committee and the District Committee (consisting of those Squadron Historians)

RESPONSIBILITIES:

1. To review, select and preserve documents of a historical nature. These should include, but not be limited to, copies of minutes of all District meetings, changes in the District Bylaws, and copies of all Squadron publications.
2. To prepare/submit reports to the National Historian Committee, to include
 - a. Date and location of each District Conference together with the names of officers who were elected or appointed.
 - b. An annual report, at year-end, to include:
 - (1) The number of Squadrons in the District with the name and date of the charter of each squadron.
 - (2) The total number of members in the District.
3. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members (each Squadron Historian). Encourage each Squadron Historian to utilize the DB2000 Form 701 for history reports within 30 days of Squadron Change of Watch.
4. To prepare article(s) for publication in the District newsletter.
5. To prepare an annual committee budget, if required, and submit to the District Secretary.
6. To prepare a written annual report at the end of each Watch year, or semi-annually between Conferences in such detail as requested by the District Secretary.
7. To turn over to his successor all files, records, reports, communications and documents of the District.

TITLE: Ch, DISTRICT DIRECTORY

GENERAL: Create and distribute the Annual District 28 Directory.

Effective communications within the district requires knowledge of the responsible officers and committee chairs. This is accomplished by preparing and distributing a document that contains information related to the Officers and Chairs of the District and its Squadrons.

RESPONSIBILITIES:

1. Develop information for the Directory

A. The Directory consists of two major sections, a reference section and the alphabetical member contact listings.

The reference section contains the cover page, inside cover with District Bridge officer photos, district calendar of events, squadron membership numbers, past district commanders list, a list of district members serving on national committee, the district organization of officers and committee members, and a list of squadron officers and committee chairs.

1) The cover page is produced in color. Changes are made each year to indicate the date of the Directory and any appropriate change to its graphics as may be deemed appropriate.

2) The inside cover has color photos of the District Bridge officers. These should be new or recent photos of shoulder length against a neutral background if possible. The district change of watch provides an excellent opportunity to take the needed photos.

3) The Calendar of Events lists the district activities for the watch year. It is usually established at the Winter Council meeting and formally approved at the Spring Conference. The calendar also includes district rendezvous, USPS national meetings, National Safe Boating Week and regional events.

4) The squadron membership numbers are taken from the DB2000 database and includes all membership classifications in each squadron.

5) The list of Past District Commanders is updated each year to add the most recent past district commander and indicate any newly deceased past district commander. Past district commanders that have transferred to District 28 are not listed.

6) The list of Members serving on national committees is obtained from the national website www.usps.org/national/tools.

7) The district officers, organization and committee lists are obtained from the District Nominating Committee Report and the appointments of committee chairs in the district departments. The latter is primarily the responsibility of the department heads and needs to be communicated to the Directory Chairman as soon as possible at the beginning of each watch year.

8) The list of Squadron Officers and Committee Chairs has multiple sources. The list is not complete for all the squadron positions, but sufficient to provide liaison between the District and the Squadron. The current practice is to list 26 positions for each of the squadrons in the District Directory.

A past practice of sending a form to each squadron for them to return with names of individuals in each of the squadron positions seems to have fallen by the wayside. The form itself partially duplicates the squadron efforts spent preparing the national Form OD-2. The squadron OD-2 information is available from the national website, if submitted, after the squadron change of watch.

Some squadrons maintain a complete list of officers and committee chairman on their websites and/or newsletters.

The alphabetical listings include contact and other information about each individual listed in the reference section. The primary source for the alphabetical listings is the District DB2000 database. Four fields of the database need to be added or modified, the Squadron Rank, a Name/Grade/Rank field, a Squadron Position field, a District Position field and a National Position field.

1) The Squadron Rank field is modified to reflect the current rank of the individuals to be listed in the Directory. The priority is for national, district, and squadron, followed by past ranks.

2) A Name/Grade/Rank field is created which contains the individual names by last name, first name, grade and rank. Use the DB2000 database program to create this text field for each individual in the entire database. It is a menu drive option of the program.

3) Create new text fields for the Squadron, District, and National positions. Those fields are then populated by hand using the officer and committee chairman information provided in the reference section of the Directory.

4) Build a new database file that contains the Name/Grade/Rank field, National Position field, District Position field, Squadron Position field, Squadron Name field, Street Address field, City field, State field, Zip Code field, Home Phone field, Business Phone field, Cell Phone field, E-Mail field, Certificate Number field, and Spouse field.

a) Use the DB2000 Query Roster to tag those records that are Not Null for the National, District, and Squadron fields. Also tag those fields that have a Rank of P/D/C, P/R/C, P/V/C or P/C/C

b) When all records for the Directory have been tagged, search the District database for Tagged records and save the results as a CSV file. Include in the CSV file the fields of step 4) above.

c) The Squadron Name fields need to be modified to replace any "Sail and" with "SPS" and add "SPS" or "PS" to other names. Use the Find and Replace function to accomplish this.

5) The alphabetical list is created using the Microsoft Access and the CSV file from above. Fields and formatting instructions are used to import the records of each individual into Access and to produce a report with the following format:

Last Name, First Name, Grade, Rank (Bold font)
National Position/s
District Position/s
Home Squadron Name, Squadron Position/s
Street Address
City, State, Zip Code
Home Phone, Business Phone
Cell Phone
Email Address
Certificate Number, Spouse

.A report is then exported from Access to a Word file which is further formatted to a single column continuous list. The record lines that have no positions are then deleted individually. The single column list is then imported to Microsoft Publisher and converted to a three column list in 9 point font.

2. Publish the Directory

The District Directory is printed two sided with the front and inside cover in color. Paper stock for the cover is heavier than the rest of the Directory. Per District policy, mail a hard copy to the District Bridge Officers, Chairman of District Committees, members of the District Nominating and Planning Committees, Squadron Commanders, Executive Officers, Educational Officers and the National Secretary. If District and Squadron positions were filled without duplication this would require approximately 50 copies.

Mailing labels can be created using the information in the DB2000 database and the tagged records.

- a. Use the Query Roster option and search on tagged records.
- b. Change the contents of the Name/Grade/Rank field to First name, Last name.
- c. Save a CSV file with the Name/Grade/Field, Address 1 field, Address 2 field, City field, State field and Zip field.
- d. Using Microsoft Excel combine the information in Address 2 field into Address 1 field and delete Address 2 column. Save the file as a XLS file.
- e. Using Microsoft Word, use the Mail Merge tool and the XLS file to define the label fields
- f. Using the proper label stock (30 per sheet self adhesive) print the labels

3. Alternatives

Many of the operations that require the use of Microsoft software that can be circumvented using by using the Report Wizard of the DB2000 program software. These options are not defined here and are left as an exercise to the user. DB2000 also offers a District Directory option that has not been explored fully to determine its suitability.

Squadron Officer and Committee Chairs

Squadron Name:	
Change of Watch Date:	
Commander	
Executive Officer	
Squadron Educational Officer	
Administrative Officer	
Secretary	
Treasurer	
Asst Squadron Educational Officer	
Asst Administrative Officer	
Asst Secretary	
Asst Treasurer	
Law Officer	
Public Relations Officer	
Ch Boating Activities Committee	
Ch Cooperative Charting Committee	
Ch Environmental Committee	
Ch Information Technology Committee	
Ch Membership Committee	
Ch Membership Involvement Committee	
Ch Operations Training Committee	
Ch Radio Technical Committee	
Ch Rules Committee	
Ch Safety Committee	
Ch Vessel Safety Check Committee	
Historian	
Newsletter Editor	
Webmaster	

In order to eliminate duplicate effort the squadron OD-2 form may be substituted for portions of the above; however, effective communications between District 28 and its Squadrons requires some additional information. Please use this form to indicate those individuals not otherwise listed on the OD-2 form that is filed with national.

Thank you for your help

District 28 Job Description – Publications Committee

TITLE: Ch, PUBLICATIONS COMMITTEE

GENERAL: To coordinate the preparation and distribution of District publications, to include the District newsletter and articles submitted to THE ENSIGN®.

To serve as liaison between the National Publications Committee and the District Committee (consisting of District and Squadron newsletter editors and publishers).

RESPONSIBILITIES:

1. To maintain open lines of communication between Squadrons within the District and, through seminars and other means of information exchange, tie together National and Squadron publication efforts.
2. To encourage and coordinate Squadrons entering into the USPS Distinction in Journalism activities.
3. Responsible for the thorough training of their subordinates and successor and to enthusiastically promote and support the efforts of their District Committee members (each Squadron newsletter Editor).
4. To prepare an annual PUBLICATIONS timetable and calendar of events and submit to the District Secretary.
5. To oversee the distribution of copies of District publications to members, advertisers, District/National officers, and USPS Annual and Governing Board meetings, as appropriate.
7. To maintain files of all District publications.
8. To prepare an annual committee budget and submit to the District Secretary.
9. To maintain production/operating costs within the approved committee budget.
10. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Secretary.
11. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Newsletter Editor

TITLE: NEWSLETTER EDITOR

GENERAL: To perform those duties usually associated as the Editor for the District newsletter.

To assist with the publishing of the District newsletter and give consultation and assistance to Squadron newsletter editors.

RESPONSIBILITIES:

1. To serve as a member of the Publications Committee and assist in training the Squadron newsletter editors.
2. To solicit newsletter articles from the District officers and committee chairman for each issue of the newsletter. Also include the biographical information for the Chief Commander's representative at each District Council.
3. To assemble and edit the District newsletter. An electronic copy shall be forwarded to the District Newsletter Reader and Webmaster.
4. To prepare an annual budget, if required, and submit to the Ch, Publications Committee and the District Secretary.
5. To assist in the preparation of an annual NEWSLETTER timetable and calendar of events for submittal to the Ch, Publications Committee and the District Secretary.
6. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Secretary.
7. To turn over to his successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Newsletter Publisher

TITLE: NEWSLETTER PUBLISHER

GENERAL: To perform those duties usually associated as the Publisher for the District newsletter.

To publish the District newsletter and give consultation and assistance to Squadron newsletter publishers

RESPONSIBILITIES:

1. To serve as a member of the Publications Committee and assist in training the Squadron newsletter publishers.
2. To forward a copy of each District newsletter issue to the District Historian and a sufficient number of copies to the Chair, Publications Committee.
3. To prepare and distribute the District newsletter within the established budget on a frequency basis as directed by the District Commander, Conference and/or Council.
4. To prepare an annual committee budget and submit to the Ch, Publications Committee and the District Secretary.

To forward fifty (50) copies of each recent District newsletter to the National Ch/Pub/Com for display at the Parade of Publications at each G/B meeting.

(Appropriate mailing labels may be obtained from the District Database Administrator).

5. To prepare an annual NEWSLETTER timetable and calendar of events and submit to the Ch, Publications Committee and the District Secretary.
6. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Secretary.
7. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Ensign Correspondent

TITLE: ENSIGN CORRESPONDENT

GENERAL: To originate, solicit and process material for the national magazine, THE ENSIGN®.

RESPONSIBILITIES:

1. To edit and forward reports of District activities to THE ENSIGN, including newsworthy information on District Conferences, rendezvous, contests and other activities of national interest.
2. To encourage, edit and collate reports of Squadron activities submitted by Squadron Correspondents.
3. To promote advertising for THE ENSIGN.
4. To prepare an annual committee budget, if required, and submit to the District Secretary.
5. To prepare a written annual report at the end of the Watch year, or semi-annually between' Conferences in such detail as requested by the District Secretary.
6. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Information Technology Committee

TITLE: Ch, INFORMATION TECHNOLOGY COMMITTEE

GENERAL: To provide guidance and support for the District and its Squadrons on the use of computers and software for USPS applications.

The District committee shall consist of the Chairman of the IT Committee, and the district database manager, webmaster, and the district Email List Administrator. In addition, the Squadron IT Committee members shall be included as appropriate when their positions are filled.

RESPONSIBILITIES:

1. To maintain an awareness of the computer software resources provided by the USPS and promote its use within the District.
2. To promote the exchange of information and resources within the Committee.
3. To maintain contact with the National ITCOM and whenever possible attend its meetings at the USPS Annual and Governing Boards. Be listed with the ITCOM as the District representative and maintain/update the ITCOM contact information website at:

www.usps.org/national/tools

Changes and/or updates are done via the "Update/View Squadron/District Information Displayed to the Public" link on the above website. This requires the use of the District account number and password for access.

4. To act as administrator for the District account and passwords used for limited access to District information. New passwords are issued each year in May and are mailed to the District Commander.
5. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of their District Committee members.
6. To prepare article(s) for publication in the District newsletter.
7. To prepare an annual committee budget, if required, and submit to the District Secretary.
8. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Secretary
9. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Database Administrator

TITLE: DATABASE ADMINISTRATOR

GENERAL: To provide electronic database guidance and support for the District and host Squadrons operations.

To serve as liaison with the National and District Information Technology Committees and to coordinate database updates with the Squadron Database Administrators.

RESPONSIBILITIES:

1. To provide the District Secretary with organization and member information used in the preparation of the District Directory.
2. To support all District Committees that may require any database information.
3. To maintain records of district members that do not have email capability or have “opted-out” of the District electronic mailing list.
4. To prepare a district roster and organization CSV files for the District Webmaster. The organization file is required annually or at any time a change is made to the District organization. The roster file should be prepared and sent to the District Webmaster anytime a change is received for the district database that impacts the listings in the online roster. This is typically a weekly process.
5. Advise the District Mailing List Administrator of any additions, deletions or changes that are made to District member email addresses. Provide the Mailing List Administrator with an annual list of all email address for mailing list correlation.
6. To prepare District mailing labels for the distribution of the District publication or communications sent out by the District Secretary or other Committees.
7. To prepare article(s) for publication in the District newsletter.
8. To prepare an annual budget, if required, and submit to the District Secretary.
9. To prepare a written annual report at the end of the Watch year, or semi-annually between Conferences in such detail as requested by the District Secretary.
10. To turn over to his/her successor all files, records, reports, communications and documents of the District.

TITLE: ELECTRONIC MAILING LIST ADMINISTRATOR

GENERAL: Be the administrator of the District electronic mailing list. This list serves the membership of the District that have email capability. It is an “Opt-Out” list meaning that members are subscribed as their email addresses become known and until they request to Opt-Out.

RESPONSIBILITIES:

1. The District mailing list is used to circulate, via the Internet, notices and information that are pertinent to District operations.
2. Coordinate with the District database manager for the addition and/or deletion of members. The database manager will receive notice when any email address are changed or added. The database manager should keep a record of those that have opted out.
3. Monitor the list for “No Email” conditions that indicate that an email address is either no longer valid or the individual’s incoming mailbox is full.
4. Take action to “discard” all Spam that is directed to the list. Subscribers may at times send a post to the list from an email address that is not their subscribed address. The administrator will be notified and should take action to confirm the sender and either “accept” or “reject” the posting for distribution.
5. Clear all the administrator notifications as often as possible or as soon as a notice is received. Failure to do so could amount in a heavy backlog of Spam notices that need to be discarded on the server.
6. Assist the members with any changes to their subscriptions.
7. Report to the District Councils and Conferences the number of subscribers, volume of traffic, and any other operational matters.
8. Coordinate with the District Information Technology Chairman any operational issues that may arise.
9. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description - Webmaster

TITLE: WEBMASTER

GENERAL: To develop and maintain a District website that promotes the operations of the district and its squadrons.

RESPONSIBILITIES:

1. Be a subscriber to the USPS webmaster's mailing list. This will make sure that he/she will be informed of circumstances effecting web sites hosted by the USPS server.
2. Solicit input from the squadrons and district functions so that the website can reflect current and past activities.
3. Update the website. Pages such as the Education Report are updated monthly (information provided by DEO), Membership page statistics can be obtained from the national Membership Committee monthly reports, Cooperative Charting page is updated weekly from the Cooperative Charting website, and the Vessel Safety Check page is updated weekly from the national VSC committee website.
4. Update the District operating documents, Bylaws and Policies & Procedures, as often as they are amended by a Conference or Council.
5. Prepare a written report for the District Secretary at each Council and Conference. On the occasion of the Spring Conference, provide a summary of all significant changes to the website and the visitor count for the preceding watch year.
6. Provide a written annual budget, if required, to the District Secretary prior to the Winter Council meeting.
7. To prepare article(s) for publication in the District newsletter
8. Accept electronic roster files from database manager for uploading to the \roster directory.
9. To turn over to his/her successor all files, records, reports, communications and documents of the District.

DISTRICT SECRETARY'S DEPARTMENT

Job Descriptions Notes and Comments

District 28 Job Description – Assistant District Treasurer

TITLE: DISTRICT TREASURER

GENERAL: To assist the District Commander and to perform the duties relating specifically to those committees handling the financial affairs of the District.

RESPONSIBILITIES:

1. Be responsible to the Conference, the Council and the Commander for all committees assigned to the Treasurer's Department.
2. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
3. Collect and be responsible for all monies payable to the District. Maintain record of all Squadron dues renewals deposited to the District account by USPS Headquarters via electronic transfer, and bill the Squadrons periodically for dues for new members.
4. Promptly pay all District bills which have been approved for payment by proper authority.
5. Promptly deposit the funds of the District in a bank approved by the proper District authority.
6. Keep an accurate record of all receipts and expenditures.
7. Advise the District Commander and District Executive Committee when proposed expenditures are not in conformity with District budget.
8. Give a brief financial report at each District Executive and Council meeting and a complete financial statement at each District Conference.

Present the budget recommendation to the D/C for approval and thereafter present such at the District Council meeting..

Present the District budget at the Spring Conference for approval, to include the proposed membership dues or assessment for the next fiscal year.

9. Insure that Squadron Treasurers comply with all sales tax requirements where applicable.
10. Prepare IRS Form 990 for the District, if required.

Prepare and submit an annual report to USPS HQ stating that all Squadrons in District have submitted 990 Tax Return on time and/or that Squadron revenues were less than \$25,000 and therefore the return is unnecessary.

11. To prepare article(s) for publication in the District newsletter.
12. To attend as many USPS Annual and Governing Board Meetings as possible.

District 28 Job Description – Assistant District Treasurer

13. To attend the National Treasurer's meeting preceding the G/B meetings.
14. To prepare a written annual report at the end of the Watch year. or semi-annually between Conferences in such detail as requested by the District Commander.
15. Turn over to his/her successor all documents, records, bank books, statements, property reports and funds of the District and assist the new Treasurer with the banking signature cards arrangements.

District 28 Job Description – Budget & Finance Committee

TITLE: Ch, BUDGET & FINANCE COMMITTEE

GENERAL: To oversee budget planning and expenditures of District funds.

RESPONSIBILITIES:

1. Prepare a detailed estimate of receipts and expenditures for the succeeding year, covering the activities approved by a District Conference.
2. Review the budget balance and recommend any District dues increase or decrease if appropriate.
3. Review the expenditures during the year and enforce, through the District Treasurer, all rules which have been set up by the District Conferences for the handling of expenditures of the departments within the District.
4. To turn over to his/her successor all files, records, reports, communications and documents of the District Treasurer's Department.

District 28 Job Description – Property & Awards Officer

TITLE: PROPERTY & AWARDS OFFICER

GENERAL: To maintain a current listing of the District property showing the location, the date procured, the condition, and any other pertinent information relative thereto.

RESPONSIBILITIES:

1. Items to be inventoried include, but are not limited to: films, projectors, slides, flags, teaching aids (not handled by the DEO or AsstDEO) and awards.
2. Shall have physical custody of all of the District's property under the cognizance of the District Treasurer or maintain a record of where such property resides..
3. To maintain records of the District Perpetual Awards and the current Squadron that has custody of them. Endeavour to locate any missing or lost trophies and advise the District Treasurer of what remedial action needs to be taken to replace them. The trophy descriptions/photos can be found in the District Deeds of Gift.
4. Provide a copy of the inventory listing to the District Treasurer upon request.
5. To report to the District Council and Conference on the condition and location of the District assets upon request.
6. To turn over to his/her successor all files, records, reports, communications and documents of his/her office.

DISTRICT TREASURER'S DEPARTMENT

Job Descriptions Notes and Comments

District 28 Job Description – Auditing Committee

TITLE: Ch, AUDITING COMMITTEE

GENERAL: To audit the District Treasurer's records and verify the financial status of the District. To present a report at the Spring Conference before the District Treasurer's report is accepted.

RESPONSIBILITIES:

1. The books are audited on the basis of the fiscal year as established by the District Bylaws.
2. An audit should be conducted once annually or, in event of a change of Treasurer, and in accordance with generally accepted accounting methods. A suggested audit procedure is described in the USPS Operations Manual, Section 22.26.2
3. To examine all records of the District Treasurer, reconciling checking and savings accounts, as well as inspecting all journal entries and Treasurer reports.
4. To make recommendation(s) to the District Treasurer as to good bookkeeping practices, as applicable.
5. To render a report and submit a signed, written audit report to the Conference for approval.
6. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Nominating Committee

TITLE: Ch, NOMINATING COMMITTEE

GENERAL: To select a slate of District Officers and General Committee Members whose terms are expiring with the current Watch year. The Committee shall consist of, whenever possible, with at least one member for each of the Squadrons in the District.

RESPONSIBILITIES:

1. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
2. To abide by restriction of succession set forth in the District Bylaws.
3. To consider the views of all Squadrons.
4. To consult the records of the Personnel Committee to locate and/or confirm capable members to the various offices.
5. To solicit recommendations from the District Commander, the District Bridge Officers, past D/C's and other members who may have knowledge of a capable individual who may otherwise go unnoticed.
6. To counsel potential nominees on their future job descriptions, District traditions and proper decorum in office.
7. The report of the committee shall be mailed or delivered to the District Secretary no less than forty-five (45) days prior to the Spring Conference.
8. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Planning Committee

TITLE: Ch, PLANNING COMMITTEE

GENERAL: To make recommendations in a *timely* manner in response to queries referred to it by the D/C, Executive Committee, Conference or the Council, and to make recommendations on its own initiative of proposed changes of any kind for the good of the District.

RESPONSIBILITIES:

1. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
2. To recommend and incorporate any District approved motions to revise the District Policies & Procedures (P&P). The P&P is to be ratified by the Spring Conference even though no revisions have may not have been made during the Watch year.
3. Determine a 5-year calendar of forthcoming Council and Conference meeting locations.
4. To create, maintain and distribute a District P&P manual to appropriate District personnel.
5. To review resolution(s) from Squadrons and submit a report and/or recommendation prior to any vote on the resolution by the Conference.
6. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Rules Committee

TITLE: Ch, RULES COMMITTEE

GENERAL: To insure that the District adheres to the USPS Constitution and Bylaws, USPS policy and District Bylaws.

RESPONSIBILITIES:

1. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
2. To attend Council and Conference meetings and be available to interpret any rules or bylaws in question.
3. Advise the District Commander and act in an advisory capacity to the Squadrons.
4. Shall keep up-to-date with the latest Model Bylaws for Districts of USPS and prepare recommendations, as necessary, to keep the District Bylaws consistent with the policy and authority of USPS.
5. Shall prepare proposed wording *for* amendments or new bylaws as may be directed by the Conference or by the Council and to refer such to the Law Officer for his review prior to submission.
6. For any Bylaw revision, coordinate the Certification and Approval process with the National Committee on Rules and District Secretary.
7. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Finance Committee

TITLE: EDUCATIONAL FUND REPRESENTATIVE

GENERAL: To keep members informed of the progress of the Fund and encourage gifts and memorials to the Fund.

RESPONSIBILITIES:

1. To serve as liaison with the Squadron Educational Fund representatives.
2. To present award certificates, as applicable, at District meetings.
3. To prepare article(s) for publication in the District newsletter.
4. To turn over to his/her successor all files, records, reports, communications and documents of the District.

District 28 Job Description – Personnel Committee

TITLE: LAW OFFICER(s)

GENERAL: Act as legal counsel to the District Commander and District Council; shall supervise hearings held upon disciplinary charges as provided by USPS Bylaws Article 15 and establish and maintain liaison with the National Law Officer and Squadron Law Officers.

RESPONSIBILITIES:

1. To be a member of the District Executive Committee and attend the regularly scheduled meetings in conducting the ongoing business affairs of the District.
2. The Law Officer should be a lawyer and a member of the bar of the state in which the District is located.

An Assistant Law Officer(s) should be appointed who is licensed in other state(s) of the District in which Squadrons are located.

(we should combine these two paragraphs since two states are involved)

3. Before the District Law Officer takes action on any matter involving USPS or any of its Districts or Squadrons or members, he must contact the Chief Commander and the National Law Officer. This referral is mandatory and imperative.
4. To render legal advice and counsel to the Ch, Rules upon request.
5. To turn over to his/her successor all files, records, reports, communications and documents of the District.

DISTRICT GENERAL AND STANDING COMMITTEES

Job Descriptions Notes And Comments