**PRSPS Job Description – Assistant Secretary**

**Job Title:** Assistant Secretary 11/2014

**Reports to:** Secretary **Rank**: 1st Lieutenant

**Responsibilities:**

The Assistant Secretary (ASEC) is nominated and elected in the same manner as the Secretary. He/she assists the Secretary as directed. In the absence or incapacity of the Secretary the ASEC acts in his/her stead, including voting at any meeting.

The duties of the Assistant Secretary shall include, but are not limited to:

1. In the absence of the SEC, take attendance and minutes at all ExCom and general meetings. Minutes must be transcribed, maintained and filed. He/she will also attend the Bridge Meeting prior to the ExCom Meeting in place of the Secretary, but no minutes are to be taken.
2. The ASEC is an ex-officio member of all committees of the Secretary’s Department.
3. When a death occurs in the Squadron, the Assistant Secretary shall make proper notification to all required persons. There are six notifications:
4. **The Ensign** – “Last Horizon” – This form is in the Ensign and gives The Ensign consent to print the death. This letter must be signed by the Commander.
5. **The National Secretary** – This notification letter (substitute of form HQ 102-689) is for the National Secretary to remove the member from the membership rolls.
6. **The District Chaplain** – A form letter is sent to our District 22 Chaplain, all Deceased members are always mentioned at all Conferences.
7. **Peace River Commander** – The Commander must know about all events of the squadron.
8. **Peace River Sunshine Committee Chairperson** – will send a card to the family on behalf of the Squadron.
9. **Peace River Treasurer** – A donation will be made to the National Education Fund in the name of the deceased member.

These powers are further outlined in the PRSPS Squadron Bylaws, in conformity with USPS Bylaws, and in the PRSPS Squadron Operation Policies.

The description presented here is of a general nature, and may be added to or extended as requirements suggest. They are solely designed as a guide to help a member who is assuming an office with which he or she may not be familiar. In no way are they intended to supersede or amend PRSPS Bylaws or Operating Policies.