

**Peace River Sail & Power Squadron**  
**Job Description**

**Department:** Administrative  
**Job Title:** Assistant Administrative Officer (AAO)  
**Reports to:** Administrative Officer  
**Rank:** Lieutenant

**Purpose:** The Assistant Administrative Officer (AAO) is nominated and elected in the same manner as the Administrative Officer. The AAO assists the Administrative Officer as directed. In the absence or incapacity of the Administrative Officer, the AAO acts in his stead, including voting at any meeting.

**Organization:** The Assistant Administrative Officer reports to the squadron Administrative Officer (AO).

**Chairperson(s) Duties:**

1. The AAO is the designated Chair of the Meetings and Programs Committee.
2. The AAO is an ex-officio member of all committees of the Administrative Department.
3. The AAO will work closely with the AO in order to fill in the event the AO were absent, ill, or otherwise unable to carry out the duties of the position. The AAO will have access to all records of the Administrative Department for use in the AO's absence and for his successor.
4. These roles and responsibilities are further outlined in the PRSPS Squadron Bylaws, in conformity with USPS Bylaws, and in the PRSPS Squadron Operation Policies
5. Send an email report at the end of each month to Administration Officer of activities of the Committee.
6. Keep track of hours worked for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.

Revised: Oct 2016