

Peace River Sail & Power Squadron

Job Description

Department: Administrative
Job Title: Operations Training Program
Reports to: Administrative Officer
Rank: Lieutenant

Purpose: Members who are new to USPS have little knowledge of the organization, its departments or committees and their responsibilities. The Operations Training committee is charged with educating new members and in particular members who have been selected for elected office or to chair committees in the operating aspects of the Squadron, District and National organization. The twelve hour Operations Training is strongly recommended for incoming officers and committee chairs, the three hour “Ops In 3” training is an good introduction to the USPS organization, its departments, and committee organizations and is highly recommended for newer members.

Organization: The committee is led by a chairperson or co-chairpersons who report to the squadron Administrative Officer (AO).

Chairperson(s) Duties:

1. Order OTP material from USPS Headquarters
2. Present the 3 hour “Ops In 3” program at least twice per year. This training should be scheduled in conjunction with Squadron New Members’ Parties, all new members should be encouraged to attend. Listing of new members will be obtained from Membership Committee Chair.
3. Present the 12 hour OT program at least once per year. The training should be scheduled after the Nominating Committee report has been published and committee chairs have been selected.
4. Prepare the proper forms to send to Headquarters to obtain Operations Training Certificates of Completion for those completing all sessions of the program.
5. Maintain current copies of the Operations Manual, Bylaws, Squadron Operating Policies, Organization Chart and other documents such as the Budget for reference. Assure that members are knowledgeable in how to obtain these documents for their use in carrying out their responsibilities.
6. Secure assistance in presenting the OT Program from members of the squadron who have leadership experience and/or knowledge at the Squadron, District and National levels.

7. Send an email report at the end of each month to Administration Officer of activities of the committee.

8. Keep track of hours worked by members for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.

9. The chair will appoint one member of his committee as an assistant and mentor them, so they would be able to fill in if the chair is absent or ill. Records and reports should be maintained for use in the chairman's absence and for his successor

Revised: Oct 2016