

February Milestones

ANNUAL MEETING

CHANGE OF WATCH RESPONSIBILITIES

OUT GOING COMMANDER

Present Member of Year Award (Glennys Pratt Plaque & Certificate)(See October entry, recommendations must be presented by November Executive Meeting.)

OUT GOING BRIDGE OFFICERS

Make annual report, each outgoing Bridge Officer makes an annual report on his or her departments.

AUDIT COMMITTEE REPORT

This is the annual audit report of the Squadron given by the audit committee chairperson. The information for this report is performed prior to the end of January by the Audit Committee..

FINANCE COMMITTEE REPORT

The Finance Committee Chairperson makes his or her written report to the Squadron for approval. The Finance Committee presents the budget recommendations to the Executive Committee for approval by at least December of the previous year in case of changes. The Committee meets with the Squadron Treasurer prior to presenting the report to the Executive Committee Meeting.

PLANNING COMMITTEE

The Planning Committee will make their report to the membership.

SQUADRON MEMBERSHIP

Squadron Membership will vote on slate of Officers.
Squadron membership will vote on budget approval.
Squadron Membership votes on dues change recommendations if applicable.
Squadron Membership will vote on any necessary issues presented.

CHANGE OF WATCH DINNER

Out going Commander responsible for all arrangements, this includes location of dinner and communication to the Squadron of time and place.

February Milestones Cont.

Executive Officer Out going

Make sure all flags and awards are ready. Flags for new:

Commander
Executive Officer
Administrative Officer
Educational Officer
Treasurer
Secretary
Monterey Bay Port Captain
San Francisco Bay Port Captain
Delta Port Captain

Awards for: (This includes engraving of plaques)
Senior member plaques (members with 5 years of service to the Squadron)
Commander's Plaque
Member of the Year Plaque
New Member of the Year Plaque
Excellence in teaching award Plaque
(Member of the Year, New Member of the Year and Excellence in teaching awards are given to the person for 1 year then returned to the Squadron.)

ADDITIONAL RESPONSIBILITIES

Educational Chairs

Submit names of local Board Chairs to District Educational Officer, form will be sent by District to Squadron to be filled out and returned to District Educational Officer.

Member Awards Directors

Elect Education Award Committee Chair and Member Award Committee Chair persons.

National Directory Incoming Commander

Submit officer and committee chair names for national directory to HQ form OD-2 will be sent to squadron from HQ to be returned.
Send form ED-1 listing local board appointments to district Educational Officer.

Operating Procedure Review Incoming Commander

Request review of procedures, job descriptions and milestones by the Planning Committee with a report at the March Executive Committee Meeting.

Rules Review Incoming Commander

Ask Rules Committee to perform bylaws review and recommend changes to the bylaws at the March Executive Committee Meeting

February Milestones

Spring District Conference Incoming Commander

Notify District Secretary of delegates prior to convening conference, preferably at March District Council Meeting. Form will be sent from district to name delegates who will be at Conference meeting to vote. Upon completion return form to District.

Squadron Dues Treasurer

Submit dues schedule to HQ (due at HQ by 28 February) form will be sent in January from HQ to be submitted with name of current Treasurer and to whom the billing will be directed. Also any changes to Squadron or District dues to be stated on form.

Merit Marks Commander

Remind Officers and Committee Chairs to submit merit mark recommendations and explanations throughout the year to the Commander.

Change of Officers to Corp Sec of State --Commander

Send in change of officer to Sec of State for the Corporation.