

United States  
Power  
Squadrons®



# Secretary's Manual

dedicated to  
making boating  
safer and more fun

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United States Power Squadrons

1504 Blue Ridge Road

P .O. Box 30423

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919-821-9281

Fax: 919-836-0813

1-888-FOR-USPS (367-8777)

[www.usps.org](http://www.usps.org)

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## Introduction

Congratulations! You have assumed the job of Secretary, an important job in your squadron or district. This position will be challenging as well as rewarding, and it will offer you an opportunity to manage many of the day-to-day operations functions of your squadron or district. Several committees report to the office of the Secretary. You will be responsible for these committees as well as for recording and maintaining official meeting minutes, documents of record including the squadron charter and articles of incorporation, membership list, local bylaws, publications, and publicity.

While it may seem that the tasks and responsibilities associated with being the Secretary are overwhelming and intimidating, you will find that they are not. You need only to be organized and have the right references at hand in order to resolve procedural or operational questions when they arise. It is in that light that this manual will hopefully provide you with the resources needed to accomplish your new job quickly and efficiently. Please feel free to call upon any of the members of the National Secretary's Department and the USPS Headquarters staff should any need arise. They are ready to support you, and they want to be as customer service oriented as possible. The toll-free number to initiate this support is 1-888-367-8777.

Best wishes for a successful year and thanks for all the help you provide to USPS!

## 1. Office of District Secretary

Immediately after election to the office of secretary, you should become familiar with the duties as shown in the district bylaws, and you should seek the advice and assistance of the previous District Secretary. Consult the USPS *Operations Manual* and district bylaws and use them as a constant reference, especially *Operations Manual*, Chapter 10, “District Organization.”

This section summarizes the duties and responsibilities of the District Secretary. You should recognize that the duties of any office can and do change from time to time.

At the beginning of the district’s operational year, prepare a calendar with dates annotated for calls to Council and Conference.

The District Secretary is responsible for the following committees and activities:

- Historian
- Publications
- Newsletter editor
- *The Ensign* correspondent
- Information Technology
- Ship’s Store

The Secretary’s duties are usually outlined in detail in the district bylaws. The following itemizes the basic duties:

- a) Keep the official attendance at conference and council meetings.
- b) Keep minutes of the conference and council proceedings and conduct the correspondence of these bodies.
- c) Maintain an up-to-date mailing list for meeting notices and other district communications. Include the Chief Commander, the National Executive Officer, and the National Secretary on the mailing list.
- d) Receive written certifications from squadron commanders for delegates to the district conference.
- e) Put the agenda of conference and council meetings in final form and mail to members.
- f) Have custody of the official copy of the district bylaws and keep it correct to date. Preserve important motions that might otherwise become buried and lost in the minutes of past meetings of the Council or Conference in a convenient and readily accessible form (codified standing rules). These include operational matters and decisions such as those pertaining to district publications, memorial expenditures, responsibility for conferences, terms governing educational and attendance awards and trophies as well as any other items appropriate for preserving in permanent form.
- g) Maintain a file of all documents, records, and communications of the district.
- h) Make a report to each conference and council meeting.
- i) Send a copy of conference and council minutes to the National Executive Officer, the National Educational Officer and the National Secretary. Send a copy of amendments to district bylaws to the chairman of the National Committee on Rules.

- j) Report to the National Secretary (see form OD-1 in the Appendix) the names and addresses of newly-elected district officers for incorporation in the Directory of National, District and Squadron Officers, which is published annually.
- k) Turn over to your successor all records, reports, communications, and documents of the district.

The Secretary is responsible for issuing a call for each Conference and Council within the time frame specified in the district bylaws. At the beginning of the district's operational year, prepare a calendar with dates annotated for calls to Council and Conference. The time required for a call varies whether the call is for a Council or Conference and what material is included in the call. The call should be mailed first-class to members of the Council or Conference and/or the approved district mailing list. At a minimum, the call should include:

- An announcement indicating that the document is a call to a specific Conference or Council
- The date of the call
- The date and time for the meeting
- The location of the meeting
- The host squadron
- The uniform of the day or recommended dress
- The agenda, which should include the anticipated order of business and mention of any reports that are time sensitive, such as the Nominating Committee report or Finance Committee report

The minutes for any Conference or Council should include, as a minimum, the following:

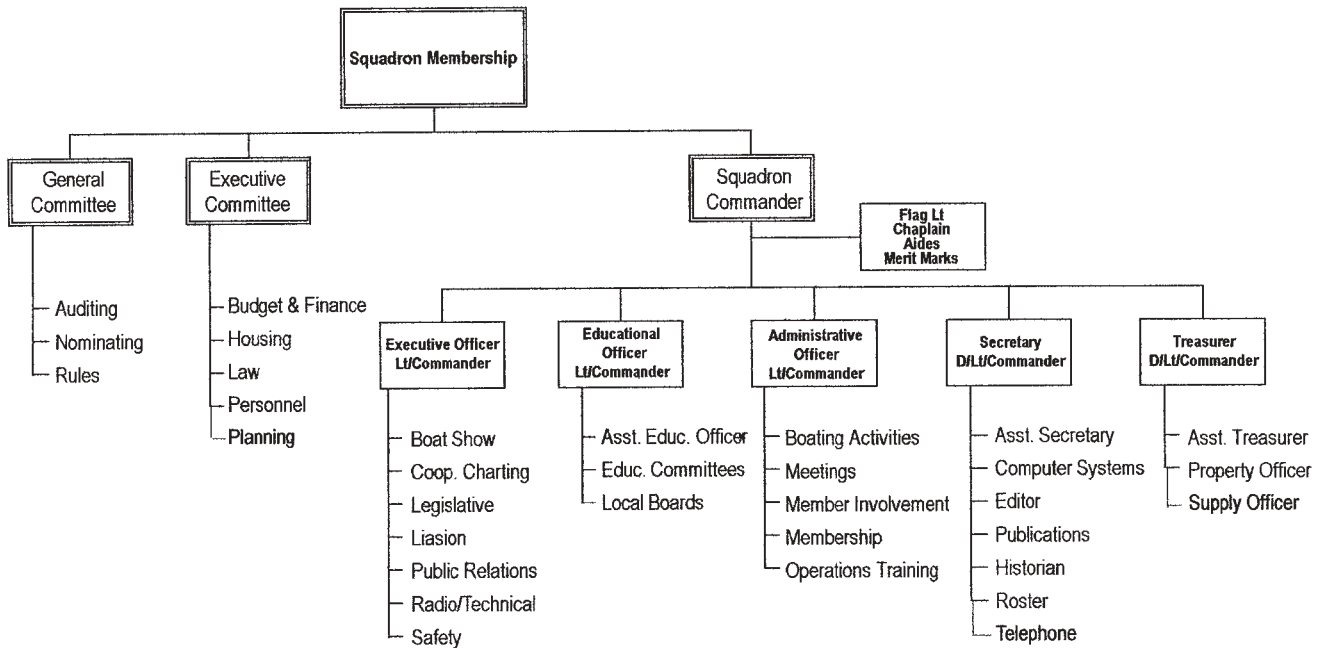
- An announcement indicating that the document represents the minutes for a specific meeting
- The date and location of the meeting
- The name and status of each person making an official report to the body
- The specifics on all motions, including the names of members making and seconding the motion, any amendments, and the outcome
- The name of the person responsible for recording the minutes

The District Secretary is custodian of the official copy of the district bylaws. The Secretary receives the bylaws after a major update or revision from the chairman of the Committee on Rules. The Secretary, based on the applicable action of the adopting Conference, adds minor changes, revisions, or amendments to the bylaws. The amendment action can be inserted into the applicable article or section or can be an attached amendment. The exact text of the intended bylaw amendment must be included in the call for any Council or Conference at which the amendment is to be discussed. If the text of the amendment is lengthy and will not reasonably fit in the call, it is permissible to include the text as an attachment, provided that the call itself mentions the bylaws amendment and has a note stating that the attachment contains the complete text.

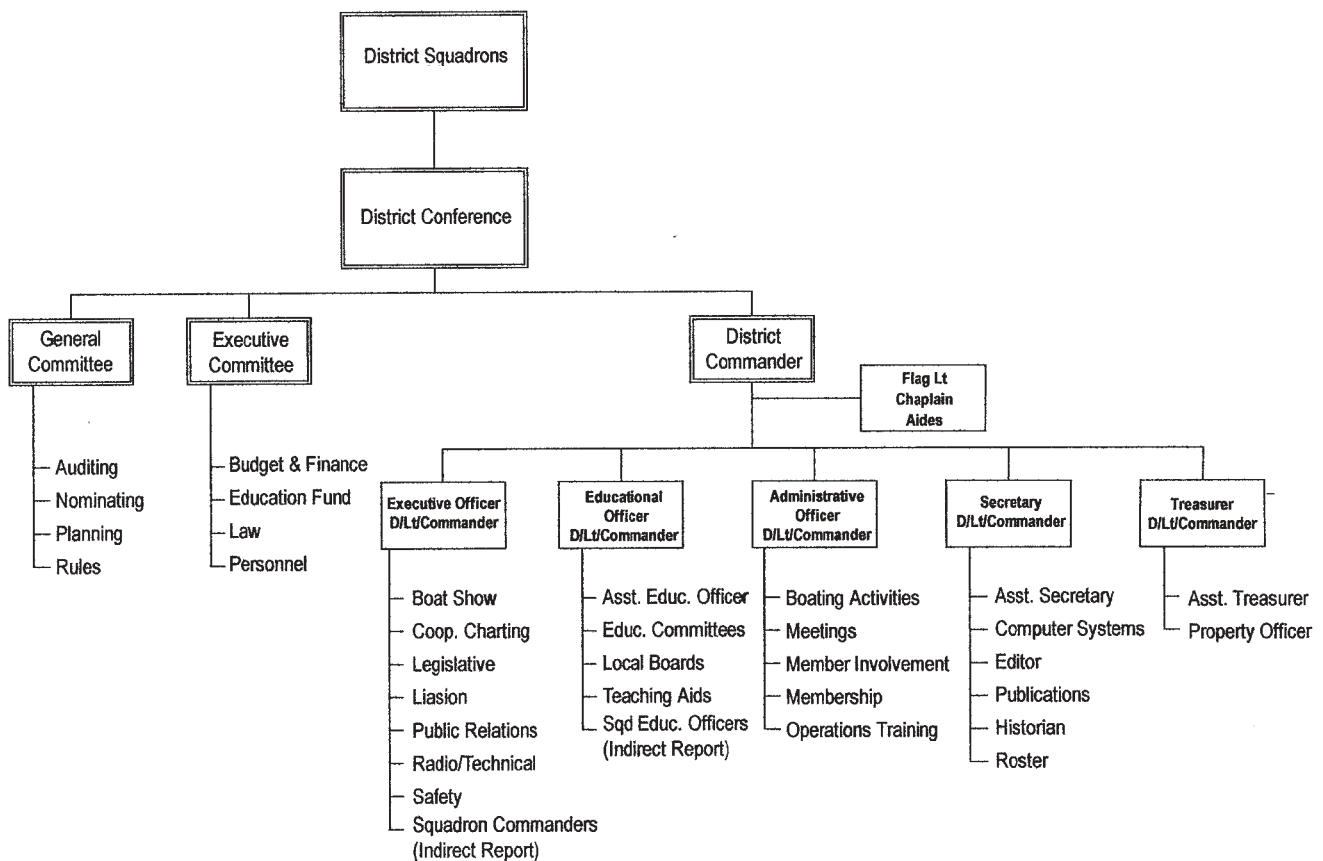
## Squadron and District Organization

These organizational charts are based on the model bylaws for district and common practice. Your organization may differ.

### Typical Squadron Organization



### Typical District Organization



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## 2. Office of Squadron Secretary

Immediately after election to the office of Secretary, you should become familiar with the duties as shown in the squadron bylaws, and you should seek the advice and assistance of the former Secretary. The current USPS *Operations Manual* should also be used for reference.

As newly elected squadron secretary you should become familiar with the general order of business at USPS meetings. This order normally proceeds as follows:

1. Meeting called to order
2. Request the secretary to determine if a quorum is present
3. Invocation and Pledge of Allegiance
4. Roll call
5. Request the secretary to read the minutes of the previous meeting and obtain acceptance from the membership
6. Reports of officers
7. Reports of committees
8. Unfinished business
9. Elections (when appropriate)
10. New business

It is important that you keep accurate minutes of all squadron meetings and meetings of the Executive Committee. You should have copies of the squadron bylaws, the USPS *Operations Manual*, a current membership roster, and the minutes of previous meetings at hand. In transcribing the minutes use full names of persons and committees. Meetings should be recorded to tape for future reference. Whether adopted or rejected, every principal motion that is placed before the assembly should be entered in the minutes.

At meetings of the Squadron and Executive Committee, the Secretary reports the current membership status (including resignations, transfers, and deaths) and any correspondence affecting the interests of the Squadron. The Secretary must make an annual report in writing at the end of the squadron year. This report should include statistical summaries of membership changes during the year, a breakdown of membership according to grades, and the percentage of advanced grades held compared with the total membership. The report should also present an itemized accounting of the expenses of operating the secretary's office (such as stationery supplies, printing, postage, clerical and stenographic assistance) in addition to recommendations and suggestions for improving the handling of squadron business.

In addition to taking, recording, and archiving minutes and reports, the Secretary should:

- Retain membership records for at least five years
- Report at each meeting on resignations, transfers, deaths, and correspondence
- Verify squadron membership records against Headquarters records; notify Headquarters of any discrepancies.
- Act as Supply Officer where there is no Supply Officer
- Provide affidavits of banks used as depository with forms furnished by the bank

- Send to USPS Headquarters certification of delegates to USPS annual or special meetings and proxies for delegates to USPS annual or special meetings with forms supplied by USPS
- Follow up with committee chairmen before Executive Committee meetings

The Secretary sends the following to USPS Headquarters:

1. Changes of address, resignations, and deaths (see form HQ-102 in the Appendix)
2. Transfers, as approved, on form HQ-110 (in the Appendix)
3. Reinstatement, with check for current year's USPS dues, assessments if any are required, and reinstatement fee. Use form HQ-103. (No reinstatement fee required for those returning to membership from duty in the armed forces of the United States.)
4. Request for replacement of lost certificates, with check, and with a letter of transmittal
5. Orders for stationery with USPS Ensign imprinted, record sheets and binders, lapel buttons, and other miscellaneous items as available
6. Write to the National Secretary in care of Headquarters for information and advice on any matters not covered in the USPS *Operations Manual*

In the event of the death of a member or someone in a member's immediate family, perform such acts as have been determined to be appropriate by the Commander or Executive Committee (flowers, letter of sympathy, and/or donation to USPS Educational Fund).

Important documents to be kept for Squadron reference:

- USPS *Operations Manual*
- Squadron and District Bylaws
- District Operations Guide
- Membership Directory/Roster
- *Robert's Rules of Order* (latest edition)

### 3. Job Descriptions and Related Responsibilities

The job descriptions for District Secretary and Squadron Secretary are similar. This section combines the descriptions; where a portion of the job pertains only to Squadron or District Secretary, that fact is noted.

As a bridge officer, the District Secretary is obliged to attend all Council meetings and all Conferences. The Squadron Secretary is encouraged to attend these meetings. The Secretary should be familiar with the following sections of the *Operations Manual*: District Secretary, Sections 10.39 through 10.44: Squadron Secretary, Sections 11.19 through 11.35. The Secretary shall:

1. Keep the official log of attendance and minutes of general, executive, and special meetings.
2. Maintain an up-to-date mailing list for meeting notices and communications.
3. Have custody of the official copy of the bylaws and keep it up to date.
4. Keep up to date the standard operations procedures and have them revised periodically for deletion or addition to bylaws.
5. Maintain a file of all documents, records, and communications.
6. Handle such official correspondence as the Commander designates.
7. Report to the National Secretary on forms provided by Headquarters (see forms OD-1 and OD-2 in the Appendix) the names and addresses of the newly elected officers.
8. Cooperate with the Squadron Treasurer in processing information and forms relating to new members, transferring members, and reinstatements.
9. Send the list of delegates and alternates for Conferences to the district secretary at the appropriate time.

An Assistant Secretary may be elected or an assistant to the Secretary may be appointed to work with the Secretary as required. This person should be capable of assuming the office of Secretary when required.

#### Committees Within the Secretary's Department

Committees that may be found under the Secretary's Department are: (1) Historian, (2) Roster, (3) Squadron Newsletter, (4) *The Ensign* Correspondent, (5) Ship's Store, and (6) Information Technology.

##### Historian

To ensure the preservation of historical material, it is suggested that the Commander appoint a Historian as a lieutenant in the secretary's department. The Commander should choose a person willing to serve for more than one year so that the Historian becomes a link between changes of watch.

The Historian should be custodian of all minutes of past meetings and copies of the newsletter. A further function is to preserve the non-current material of historical value from the files of all officers and committees. The Squadron Historian forwards a copy of this material via the District Historian to the National Historian Committee for permanent preservation at National Headquarters (see form HQ-701

in the Appendix). This form is filed within 30 days after the change of watch. The Historian's records should include:

1. Details of squadron formation and list of charter members and honorary members
2. Squadron Charter (safe storage, proper care, and security of Squadron Charter)
3. Minutes of executive committee, member and annual meetings including names of district officers attending and officer and departmental annual reports
4. Copy of bylaws including amendments
5. Legal documents and records (i.e., Incorporation Files and State Exempt Organization Certification)
6. Member records (i.e., courses completed, merit marks earned, and contributions to Squadron or District)
7. Honors and special awards given or received (i.e., District, National or other organizations)
8. Biographies and photos of present and past officers and those attending squadron activities
9. Rosters of members (i.e., joining, active and inactive, and leaving)
10. Publicity clippings and photographs
11. Records of hosting or participating in meetings and events (i.e., inter-Squadron, District, and National)
12. Complete file of publications, such as newsletters and special announcements
13. Important correspondence (i.e., U.S. mail, e-mail, faxes)

The Historian will advise the Commander of significant anniversaries and solicit help from all members to collect information and photographs pertaining to all squadron activities that may be retained as part of the Squadron or District history.

## **Roster**

The roster represents one of the best historical records concerning members. It should be kept current and up to date by the Secretary's Department.

Rosters are now available for download from National Headquarters through the USPS website. Roster information is accessed through a user name and password and delegated use. Questions regarding the process should be directed to the Rear Commander of the Information Technology Committee. This information should be passed from watch to watch.

A roster request can be made on line via the Information Technology Committee homepage on the USPS website or by contacting Headquarters. Only the Squadron or District Commander is authorized to request a roster. He can request a roster only for the respective Squadron or District. This authority, however, can be delegated to the Secretary. The respective Commander or Secretary (i.e., District or Squadron) must initiate the request by phone in the event of a lost password.

Each 15 January the Information Technology Committee releases the new password. District Commanders receive the district password; Squadron Commanders receive the squadron password. Effective that week, all old passwords become invalid, so you will not have access until the new passwords are received by mail. It is strongly suggested that you print a roster prior to December 31, so that you have an up-to-date roster during the two-week transition to new passwords.

Note that the “sqdXXX.exe” file will be returned as an attachment to a reply e-mail, generally within a few hours, during normal business hours. Please refer to your operating system and e-mail program documentation for methods to save and execute files. All changes to the squadron or district roster database files must be made using DB2000. Please refer to the DB2000 installation and the DB2000 update help files for more information on the DB2000 program. The changes will be made to the national database, and a complete and updated roster file can be requested at a later date. If the squadron is not able to use DB2000, any changes can be faxed or mailed to the national office, using the appropriate forms, available from Headquarters.

### **Newsletter Committee or Squadron Editor**

This chairman and the committee produce and edit the squadron newsletter to keep the membership fully informed of coming events, announcements, and review of recent events. Among those serving on the committee may be a photographer, a publisher or printer, an advertising manager, and reporters. The squadron newsletter is the main vehicle of communication with the membership. Although the publication may vary from one page photocopied monthly to an elaborate magazine, the important consideration is communicating all essential information accurately.

Duties of the chairman and the committee are to:

1. Determine the contents and plan each issue
2. Request material from officers, committee chairmen, and other members
3. Proofread the copy, working in as many pictures the photographers may furnish
4. Distribute the finished issues to the membership

The photographer should be familiar with the operation of a camera, work with the editor, and attend all Squadron or District functions. The photographer furnishes photographs to the PRO chairman, editor, historian and *The Ensign* correspondent and displays the pictures whenever possible. Pictures are worth a thousand words and everyone likes to be in pictures. Some events to be covered are:

- Change of watch
- Special awards
- Special activities
- Special guests
- Special presentations

## ***The Ensign* Correspondent**

This person will act as a reporter of squadron or district news with the following duties:

1. Originate, solicit, and forward to *The Ensign* editor or the district correspondent articles of newsworthy squadron activities such as cruises, rendezvous, public relations, cooperative charting efforts, and other information of national interest.
2. Work with the squadron or district photographer to obtain pictures to accompany such articles and promote submission of photos suitable for *The Ensign* cover pages.
3. Assist with the promotion of advertising for *The Ensign* (the squadron may earn commissions for advertising secured for *The Ensign*).
4. Review the squadron publication and forward any articles or photographs of general interest to the district *The Ensign* correspondent.
5. Be familiar with and understand *The Ensign* deadline schedule.

## **Ship's Store**

National has a Ship's Store. The inventory is material that is of interest to our members. Ship's Store provides a profit incentive for Squadrons and Districts to sell their merchandise. The profit is 20%, provided at least \$250 worth of merchandise is sold. Squadrons often order specific material at members' request for resale, while Districts arrange to have material sent to their semi-annual conferences for showing and sale. Details of the way to make this happen are outlined below.

A responsible person requests materials to be sold at a district or squadron meeting. This request must be submitted to Headquarters no less than six weeks before the intended date of sale. Requests must include the name of the responsible member, date of sale, and shipping address.

Headquarters will prepare and ship the merchandise. Included will be a "USPS Ship's Store Sales Event Control Sheet" listing the items, starting count, and selling price. There will also be columns for end count, number sold, and gross sales, as well as a tally showing gross total, less 20% commission, less shipping and insurance, and net total.

All items that are not sold must be properly repacked and returned to headquarters correctly identified along with the completed Sales Event Control Sheet together with the check covering the net total. This must be sent within three days of the sale. Any damaged merchandise must be separated in the package with a note explaining the problem.

There will be a \$25 penalty if the above instructions are not followed or if unsold merchandise and a check are not received at Headquarters within two weeks of the date of sale.

Orders may be taken for items not included in the merchandise sent. The price of such items can be included in the gross total subject to the 20% commission. Order forms will be enclosed with the kits. You must include packing and shipping charges, as per the chart below, based on each shipping point, plus the name and shipping address.

### Shipping Charges

Purchase Total	
Under \$10.00	add \$4.95
\$10-\$20	add \$5.95
\$20-\$30	add \$6.45
\$30-\$50	add \$6.95
\$50-\$100	add \$8.95
\$100-\$600	add \$10.95
Over \$600.00	add \$12.95

### Information Technology Committee

The Information Technology Committee is responsible for the research, development, and implementation of planning, training, and operational guidance for computer systems and applications used by Headquarters, District, or the Squadron.

Computers are used at Headquarters for all phases of accounting and fiscal control, membership records, warehouse inventories, educational records and examination grading, typesetting and mailing labels for *The Ensign*, a USPS personnel information bank, and headquarters correspondence.

The committee also supports, promotes, and develops computerization projects for the membership. These projects include squadron and district recordkeeping, data transfers between Headquarters and Squadrons or Districts, merit mark preparation, conference registration, and any other USPS endeavor that would benefit from computerization.

## 4. Communications

Communications are essential to smooth functioning of a Squadron or District. This area includes the work of the telephone committee, roster committee, correspondence committee, and an Internet communications committee. Many Districts and Squadrons have Internet home pages intended to be sources of information for the members and visitors to the site and to provide a conduit for modern-day communications. Some of the information that should be found on the home pages includes :<sup>1</sup>

- Education calendar to include courses offered from all squadrons
- A schedule of district and squadron events, including special meetings, dinners, rendezvous, changes of watch, and whatever else the squadron wants to announce
- USPS Boating Course information and class schedules with a map of squadron locations with individual squadron contacts
- Home pages and Internet links for all squadrons; contact district webmaster for how-to, design, and maintenance information
- Links to USPS, CPS, and other boating sites, such as USCG, Boat/US, and yacht clubs
- District information and district newsletters, council and conference information, boat shows, and activities of general interest to members and the local community
- E-mail directory for member-to-member communications


<sup>1</sup> Note: the content depends upon the contributions of Districts and Squadrons.

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# Appendix

The following forms are included in this appendix.

<b>OD-1</b>	<b>Listing of District Officers and Committee Chairmen .....</b>	<b>14</b>
<b>HQ-102</b>	<b>Personnel Change Report .....</b>	<b>17</b>
<b>HQ-110</b>	<b>Letter of Transfer .....</b>	<b>18</b>
<b>HQ-103</b>	<b>Application for Reinstatement .....</b>	<b>19</b>
<b>OD-2</b>	<b>Listing of Squadron Officers and Committee Chairmen .....</b>	<b>20</b>
<b>HQ-701</b>	<b>Squadron Report for National Historian .....</b>	<b>22</b>
	<b>District and Squadron Officer Update Form .....</b>	<b>26</b>

	<p><b>UNITED STATES POWER SQUADRONS®</b>                  P.O. Box 30423 -Raleigh, NC 27622 -Fax (919) 836-0813                  Listing of District Officers and Committee Chairmen</p>
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DISTRICT \_\_\_\_\_ ACCT # \_\_\_\_\_

Bridge Officers Will be Installed (Date): \_\_\_\_\_

POSITION	NAME AND GRADE	SQUADRON	ADDRESS, CITY, STATE, ZIP	AREA CODE/PHONE# & E-mail
21000 - District Commander				(H) (B) (E-mail)
Cert#				
22000 - Executive Officer				(H) (B) (E-mail)
Cert#				
23000 - Educational Officer				(H) (B) (E-mail)
Cert#				
24000 - Administrative Officer				(H) (B) (E-mail)
Cert#				
25000 - District Secretary				(H) (B) (E-mail)
Cert#				
26000 - District Treasurer				(H) (B) (E-mail)
Cert#				
23010 Asst/DEO				(H) (B) (E-mail)
Cert#				

POSITION	NAME AND GRADE	SQUADRON	ADDRESS, CITY, STATE, ZIP	AREA CODE/PHONE# & E-mail
22500 - District PRO				(H) (B) (E-mail)
Cert#				
22300 - Ch/Safety				(H) (B) (E-mail)
Cert#				
24500 - Ch/Membership				(H) (B) (E-mail)
Cert#				
24800 - Ch/Member Involvement				(H) (B) (E-mail)
Cert#				
22400 - Legislative Officer				(H) (B) (E-mail)
Cert#				
20300 - Law Officer				(H) (B) (E-mail)
Cert#				
22200 - Ch/Coop/Ch				(H) (B) (E-mail)
Cert#				
25400 - THE ENSIGN Correspondent				(H) (B) (E-mail)
Cert#				
22700 - Ch/Vessel Safety Check				(H) (B) (E-mail)
Cert#				

POSITION	NAME AND GRADE	SQUADRON	ADDRESS, CITY, STATE, ZIP	AREA CODE/PHONE# & E-mail
22800 - Ch/New Squadron Development				(H) (B) (E-mail)
Cert#				
24600 - Ch/Operations Training				(H) (B) (E-mail)
Cert#				
25300 - Ch/District Publications				(H) (B) (E-mail)
Cert#				
25303 - Ch/Editor/Publications				(H) (B) (E-mail)
Cert#				
25200 - Historian				(H) (B) (E-mail)
Cert#				
24100 - Ch/Boating Activities				(H) (B) (E-mail)
Cert#				
20400 - Ch/Rules				(H) (B) (E-mail)
Cert#				
20600 - Ch/Planning				(H) (B) (E-mail)
Cert#				


Note: Please insure all certificate numbers are correct.

Please use the enclosed envelope to mail Form OD-1 or fax to USPS Headquarters by 1 February 2001.

Date completed \_\_\_\_\_

District Commander's Signature



	<p><b>UNITED STATES POWER SQUADRONS</b></p> <p>P. O. Box 30423 Raleigh, NC 27622</p> <p>Telephone 919-821-0281      Fax No. 919-836-0813</p>
<b>LETTER OF TRANSFER</b>	

**IMPORTANT - (1) Only members with current year dues paid are eligible for transfer. (2) All others should use Form HQ103. (3) All applicable fees will be billed to admitting squadron (see current Dues & Fees Schedule for amounts). (4) Complete only Part 1 and Part 2 of form. (5) Mail first copy to USPS HQ Attn: National Secretary. (6) HQ will obtain the releasing squadron secretary's endorsement and complete.**

FOR HQ USE ONLY - EFFECTIVE DATE

**PART 1 - TO BE COMPLETED BY ACTIVE MEMBER:**

Certificate Number, Name and Address of Active Member	Certificate Number and Name of Additional Active or Family Members

\_\_\_\_\_  
NAME OF ADMITTING SQUADRON & DISTRICT

\_\_\_\_\_  
NAME OF RELEASING SQUADRON & DISTRICT

Dear Sir: I am a member in good standing and wish to transfer, as indicated for the following reasons:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Active Member

\_\_\_\_\_  
Signature of Additional Active Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**PART 2 - TO BE COMPLETED BY ADMITTING SQUADRON SECRETARY:**

The above member of USPS is acceptable to membership.

\_\_\_\_\_  
Signature of Admitting Squadron Secretary

\_\_\_\_\_  
Date

**NOTE: THE NATIONAL SECRETARY WILL OBTAIN THE RELEASING SQUADRON SECRETARY'S ENDORSEMENT.**

**PART 3 - TO BE COMPLETED BY RELEASING SQUADRON SECRETARY:**

The application for transfer of above member(s) is approved and effective as indicated above, UNLESS A "PROTESTED" LETTER OF TRANSFER SHOWING SATISFACTORY CAUSE IS RETURNED TO THE NATIONAL SECRETARY OF USPS WITHIN 45 DAYS, TRANSFER WILL CONTINUE VALID. Please sign and return to USPS HQ Attn: National Secretary.

CHECK ONE

TRANSFER ENDORSED

TRANSFER PROTESTED (REASONS GIVEN ON REVERSE)

\_\_\_\_\_  
Signature of Releasing Squadron Secretary

\_\_\_\_\_  
Date

FIRST COPY - HEADQUARTERS ATTN: NATIONAL SECRETARY  
SECOND COPY - ADMITTING SQUADRON





**UNITED STATES POWER SQUADRONS®**  
 P.O. Box 30423 - Raleigh, NC 27622 - Fax (919) 836-0813  
 Listing of Squadron Officers and Committee Chairmen

DISTRICT # \_\_\_\_\_ SQUADRON \_\_\_\_\_ ACCT # \_\_\_\_\_

Bridge Officers Will be Installed (Date): \_\_\_\_\_

POSITION	NAME AND GRADE	ADDRESS, CITY, STATE, ZIP	AREA CODE/PHONE# & E-mail
31000 - Commander			(H) (B) (E-mail)
Cert#			
32000 - Executive Officer			(H) (B) (E-mail)
Cert#			
33000 - Educational Officer			(H) (B) (E-mail)
Cert#			
34000 - Administrative Officer			(H) (B) (E-mail)
Cert#			
35000 - Secretary			(H) (B) (E-mail)
Cert#			
36000 - Treasurer			(H) (B) (E-mail)
Cert#			
32500 - Squadron PRO			(H) (B) (E-mail)
Cert#			
35300 - Ch/Squadron Newsletter Committee			(H) (B) (E-mail)
Cert#			

POSITION	NAME AND GRADE	ADDRESS, CITY, STATE, ZIP	AREA CODE/PHONE # & E-mail
32300 - Ch/Safety Committee			(H) (B) (E-mail)
Cert#			
34500 - Ch/Membership Committee			(H) (B) (E-mail)
Cert#			
34800 - Ch/Member Involvement Committee			(H) (B) (E-mail)
Cert#			
33001 - Assistant Educational Officer			(H) (B) (E-mail)
Cert#			
30300 - Law Officer			(H) (B) (E-mail)
Cert#			
32200 - Ch/Cooperative Charting			(H) (B) (E-mail)
Cert#			
32700 - Ch/Vessel Safety Check Program			(H) (B) (E-mail)
Cert#			
34600 - Ch/Operations Training			(H) (B) (E-mail)
Cert#			
34100 - Ch/Boating Activities			((H) (B) (E-mail)
Cert#			

Note: Please insure all certificate numbers are correct. Use the enclosed envelope to mail Form OD-2 or fax to Headquarters before 1 February 2001.

Date completed \_\_\_\_\_

Squadron Commander's Signature \_\_\_\_\_

# ANNUAL SQUADRON REPORT FOR NATIONAL HISTORIAN

**INSTRUCTIONS:** Squadron commanders will give this form to the squadron historian or secretary to be completed and 2 copies sent to the district historian within 30 days following change of watch.

An "Essay" type report is also acceptable, using this form as a guide.

\_\_\_\_\_ POWER SQUADRON, NO. \_\_\_\_\_ DISTRICT \_\_\_\_\_ DATE \_\_\_\_\_  
PERIOD COVERED: CHANGE-OF-WATCH TO CHANGE-OF-WATCH \_\_\_\_\_ TO \_\_\_\_\_  
IS SQUADRON INCORPORATED? \_\_\_\_\_ YES \_\_\_\_\_ NO

## SECTION I - ELECTED OFFICERS

### A. BRIDGE OFFICERS

COMMANDER \_\_\_\_\_

Lt/C (Exec) \_\_\_\_\_ Lt/C (Treas) \_\_\_\_\_  
Lt/C (SEO) \_\_\_\_\_ 1stLt (Asst SEO) \_\_\_\_\_  
Lt/C (Admin) \_\_\_\_\_ 1stLt (Asst Secy) \_\_\_\_\_  
Lt/C (Secy) \_\_\_\_\_ 1stLt (Asst Treas) \_\_\_\_\_

### B. COMMITTEE MEMBERS

Nominating Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Auditing Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Executive Committee:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SECTION II - MEMBERS WITH DISTRICT AND NATIONAL ASSIGNMENTS

A. DISTRICT:

B. NATIONAL:

ANNUAL SQUADRON HISTORY UPDATE

**SECTION III - APPOINTED OFFICERS**  
(Except Education Department)

Chaplain _____	Publication Editor _____
Flag Lt _____	Name of Publication _____
Liaison _____	Historian _____
Law Officer _____	Supply Officer _____
Parliamentarian _____	Computer Records _____
Merit Marks _____	Photographer _____
Aide to Cdr. _____	Ch/Budget _____
Radio Tech _____	Ch/Finance _____
Co-op Charting _____	Property Officer _____
Public Relations _____	Ch/Bylaws & Rules _____
Safety Officer _____	Calendar Coordinator _____
Legislative Com. _____	Nat'l Commanders Cup _____
Health & Welfare _____	Programs _____
Member Involvement _____	Entertainment _____
Membership _____	Boat Show _____
Cruise & Rendezvous _____	Housing _____
Operations Training _____	Predicted Log _____

**NOTE:** If no one is appointed to above, indicate NONE.

**SECTION IV - EDUCATION DEPARTMENT**

Education Officer \_\_\_\_\_

Asst. SEO _____	Ch/LB/EC _____
Ch/Boating _____	Ch/EM _____
Ch/LB/AG _____	Ch/ME _____
Ch/S _____	Ch/Sail _____
Ch/P _____	Ch/W _____
Ch/AP _____	Ch/IQ _____
Ch/IN _____	Ch/CP _____
Ch/N _____	Ch/SC _____

**SECTION V - RESULTS OF EDUCATION CLASSES**

A. Number completing Advanced Grades:

S \_\_\_\_\_ P \_\_\_\_\_ AP \_\_\_\_\_ JN \_\_\_\_\_ N \_\_\_\_\_ TOTAL \_\_\_\_\_

B. Number completing Elective Courses:

EM \_\_\_\_\_ ME \_\_\_\_\_ SAIL \_\_\_\_\_ W \_\_\_\_\_ IQ \_\_\_\_\_ CP \_\_\_\_\_ TOTAL \_\_\_\_\_

C. Number completing other courses:

Basic Boating: Class (1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_ TOTAL \_\_\_\_\_

Skipper Saver \_\_\_\_\_ OT Program \_\_\_\_\_ LDProgram \_\_\_\_\_ TOTAL \_\_\_\_\_

Completions For All Classes & Programs: TOTAL \_\_\_\_\_

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**SECTION VI - RECOGNITION OF MEMBERSHIP**

- A. Names of new 25 Year Members \_\_\_\_\_  
\_\_\_\_\_
- B. Names of new Life Members: \_\_\_\_\_  
\_\_\_\_\_
- C. Names of new Full Certificate Members: \_\_\_\_\_  
\_\_\_\_\_
- D. Names of members deceased during year: \_\_\_\_\_  
\_\_\_\_\_
- E. No. of new Senior Members: \_\_\_\_\_ F. No. of Merit Marks: \_\_\_\_\_
- G. Total number of Active Members as of 1 March: \_\_\_\_\_

**SECTION VII - SOCIAL ACTIVITIES**

- A. Meetings, Lunches, Dinners, etc.:
  
- B. Cruises and Rendezvous:

**SECTION VIII - SPECIAL ACTIVITIES**

- A. Cooperative Charting:
  
- B. Participation in District Affairs:
  
- C. Participation in National Affairs:
  
- D. Participation in Community Affairs:
  
- E. Others:

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*ANNUAL SQUADRON HISTORY UPDATE***SECTION IX - AWARDS OR RECOGNITION MADE OR RECEIVED**

A. District:

B. National:

C. Community:

D. Other:

**SECTION X - OTHER IMPORTANT INFORMATION**

Squadron Historian Rank/Name/Grade: \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail address: \_\_\_\_\_


Signed \_\_\_\_\_

Rank: \_\_\_\_\_ Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Title: \_\_\_\_\_

**DISTRIBUTION:**

1. Retain Original for Squadron file.
2. Forward two copies to District Historian

	<p><b>United States Power Squadrons®</b>                  P.O. Box 30423 Raleigh, NC 27622                  Phone 919-821-0281 Fax 919-836-0813</p> <p><b>District and Squadron Officer Update Form</b></p>
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District \_\_\_\_\_ Acct # \_\_\_\_\_

Squadron \_\_\_\_\_ Acct # \_\_\_\_\_

Effective Date of Change: \_\_\_\_\_

**Check One**

Resignation/Designated Replacement

Change of Address/Phone Number

Previously Listed: \_\_\_\_\_  
Office Held

Certificate Number \_\_\_\_\_

Rank	Name	Grade
Address		
City	State	Zip
Area Code/Home Phone #	Area Code/Bus Phone #	

Update to: \_\_\_\_\_  
Office Held

Certificate Number \_\_\_\_\_

Rank	Name	Grade
Address		
City	State	Zip
Area Code/Home Phone #	Area Code/Bus Phone #	

\_\_\_\_\_  
 Signature of Submitting Officer

\_\_\_\_\_  
 Office Held