

2006

OFFICERS'

CALENDAR

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JANUARY

Events

4-8 Jan **All** USPS Annual Meeting, Rosen Centre, Orlando, Florida.

Reminders

Jan **All** Attend USPS Annual Meeting.

Cdr Monitor spring Boating classes and internal classes.
 Have editor save 25-50 copies of squadron publication for "Parade of Publications" at next annual meeting.
 Make certain your NomCom has submitted form ED-80 to DEO for approval of SEO and AsstSEO prior to elections.

D/C Send invitation and details to Chief Commander's representative who will attend your spring conference.
 Give date/location of fall conference to NXO at Annual Meeting.

DEO Participate in teaching aids judging at annual meeting as assigned.
 Follow up with squadron commanders to ensure that nominations for SEO and Asst SEO are submitted on form ED-80 prior to squadron elections.

FEBRUARY

Events

2 Feb USPS Founders' Day
 25 Feb Operating Committee, Telecon Call

Deadlines

3 Feb **Cdr** OD-2 forms listing new officers for national directory.
 ED-1 listing local board appointments to DEO.

3 Feb **D/C** OD-1 forms listing new officers for national directory.

28 Feb **S/Tr** Notify HQ of dues for the period 1 June 2006 - 31 May 2007 on form provided.

Reminders

Feb **All** Plan attendance and participation at spring conference.

Cdr Begin preparations and PR for summer Boating classes.
 Have RulesCom review AM/GB minutes for needed bylaws changes.

D/C Prepare agenda for spring conference.
 Verify that squadrons have submitted OD-2 forms to HQ.

DEO Send report to squadrons on USPS annual meeting.
 Prepare program and awards ceremonies for spring conference.
 Check on ED-1's with incoming squadron commanders.

D/Tr Arrange for audit of district books prior to spring conference.

MARCH

Events

Mar/Apr District Spring Conferences

Reminders

Mar **All** Attend spring conference.
 Encourage your bridge and other members to attend spring conference.

D/C Conduct spring conference.

DEO Conduct educational activities at spring conference. Distribute meeting minutes to NEO, Asst NEO, SEO's and appropriate R/C's.
 Contact SEO's about ED-27 forms from spring classes.
 Contact SEO's about Form HQ800 for summer classes.

D/Sec When completed, send spring conference minutes to NXO, NEO and N/Sec.

APRIL

Events

2 Apr **All** Regional Operating Committee, Ohio
 30 Apr Dues notices for the period 1 June 2006 - 31 May 2007 will be mailed from HQ.

Deadlines

3 Apr **SEO** Summer Boating Course Form HQ800 to DEO.

14 Apr **DEO** Summer Boating Course Form HQ800 to HQ, Boat US.

28 Apr **SEO** Spring Boating Course ED-27's to HQ (1 for each class).

Reminders

Apr **Cdr** Begin preparations for Cooperative Charting program and National Safe Boating Week.

S/Tr Review *Operations Manual* for information regarding compliance with IRS rules pertaining to Form 990.

DEO Verify all ED-27's for spring Boating classes have been filed at HQ.
 Submit Form HQ800 information for summer Boating classes to HQ & Boat US or update online at.....USPS.org/committees/Educational Dept/Online HQ800.

MAY

Events

20-26 May **All** Safe Boating Week

Deadlines

31 May **Cdr** Contact all non-renewals - traditional billing.

Reminders

- May **Cdr** Verify smooth new member processing for those invited from spring Boating classes.
- SEO** Verify all ED-27's for spring classes have been sent to HQ and DEO.
- S/Sec** Have historian file annual squadron history with HQ and district historian.
- D/C** Confirm that there is no conflict between your district conferences and national Governing Board and Operating Committee meetings.

JUNE

Events

11 Jun **All** Regional Operating Committee, North Carolina

Deadlines

30 June **S/Tr** Dues transmittals to HQ must be postmarked by 30 June.

Reminders

- Jun **All** Make reservations for the Governing Board meeting.
- Cdr** Have PRO start publicity efforts for fall Boating classes.
 Watch dues processing. Begin contacting non-renewals by 1 June.
 Check on arrangements for handling new member prospects from summer Boating classes.
- SEO** Schedule fall Boating classes and secure facilities.
 Submit ED-27 forms immediately following summer Boating classes.
- S/Tr** Mail final dues notices to delinquent members on 1 June. Give list to commander.
- DEO** Send suggestions for discussion at the GB to DEO handling meeting.

JULY

Deadlines

- 14 Jul **SEO** Send Form HQ800 for fall Boating classes to DEO.
- S/Tr** Send Form 990 and 990T info to HQ on forms provided.

JULY (Cont'd)

Reminders

- Jul **Cdr** Monitor and participate in member reinstatement efforts.
 If unable to attend fall GB, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.
- All** Make reservations for the Governing Board Meeting.
- SEO** Order materials for fall classes. Send Form HQ800 for fall Boating classes to DEO.
- SEO** Send nomination for Charles F. Chapman Award for Excellence in Teaching so that it reaches DEO prior to 15 July.
 Send suggestions for discussion at fall GB Meeting to the DEO handling the DEO meeting.
- D/C** Send invitation and details to chief commander's representative who will attend your fall conference.
- DEO** Contact SEO's about fall Boating classes. Remind them to send you Form HQ800.

AUGUST

- 1 Aug **DEO** Submit Form HQ800 information for fall Boating classes to HQ and Boat US or update online at... USPS.org/committees/Educational Dept/ Online HQ800.
- 15-20 Aug **All** Governing Board Meeting, Grand Hyatt, New York, New York.
- 15 Aug **HQ** Merit mark packages mailed to commanders

Reminders

- Aug **All** Attend Governing Board Meeting.
- Cdr** Check with SEO that all materials for fall classes are on hand.
 Check on arrangements for teaching aids exhibit at fall conference.
 Continue to promote fall Boating classes.
 See that members are informed of fall AG and elective course offerings.
 If not already started, begin work on merit mark recommendations.
- D/C** Forward recommendations to the chairman of the national Committee on Nominations for 2007 GB general members.
 If not already started, begin work on merit mark recommendations.
 Give date/location of spring conference to NXO at fall GB.
- DEO** Send suggestions for discussion at the GB Meeting to the DEO handling the DEO meeting.
 Prepare educational program for fall conference. Order awards if necessary.
 Assist D/TA chairman to plan for TA competition at fall conference.

SEPTEMBER**Deadlines**

- 1 Sept **DEO** Submit DEO nomination for Chapman Award to HQ.
- 15 Sept **SEO** Summer Boating ED-27's due at HQ.
- Sept **All** Plan to attend fall conference.
 Report Governing Board actions to all interested.
- Cdr** Check progress of fall Boating classes.
- SEO** Be sure summer Boating class ED-27's have been sent to HQ and DEO.
- S/Sec** Verify squadron membership records against headquarters records. Notify HQ of any discrepancies.
- D/C** Be sure NomCom is working on slate for next year.
 Check arrangements and prepare agenda for fall conference.
- DEO** Remind all SEO's to send a teaching aid to annual meeting.
 Report to SEO's on GB meeting.
 Prepare for educational activities at fall conference.

OCTOBER**Events**

- 25-29 Oct CPS Annual General Meeting (USPS Bridge attends. All USPS members welcome.)
- 22 Oct Regional Operating Committee, Nevada

Reminders

- Oct **All** Attend fall conference.
- Cdr** Encourage your bridge and other members to attend fall conference.
 Merit mark recommendations must be to area monitor by 15 November.
- D/C** Remind squadron commanders to participate in Parade of Publications at USPS annual meeting.
 Merit mark recommendations must be to area monitor by 15 November.
- DEO** Conduct educational activities at fall conference. Send minutes to NEO, Asst NEO, SEO's and appropriate R/C's.
 Assist D/TA chairman to get best TA's to Annual Meeting.

NOVEMBER**Events**

- 12 Nov Operating Committee, USPS Headquarters.

NOVEMBER (Cont'd)**Deadlines**

- 1 Nov **R/C** Merit mark recommendations to V/C.
- 2 Nov **R/C** HQ-229 "Nat'l Committee Appointment Recommendations" to V/C.
- 15 Nov **Cdr,D/C** Merit mark recommendations due at Area Monitor.
- 16 Nov **All** Final fiscal year 2006 expense vouchers due.

Reminders

- Nov **All** Finish merit marks and mail before 15 Nov.
 Make reservations for USPS Annual Meeting.
- Cdr** Check that PR materials for spring Boating classes are on order.
- SEO** Order materials for spring Boating, AG and elective courses.
- DEO** Contact SEO's about spring Boating classes. Get Form HQ800.
- R/C** Finish and submit HQ-229 for 2007 committee appointments to V/C.
- S/Tr** Arrange for audit of books prior to squadron annual meeting.

DECEMBER**Events**

- 20-25 Feb 2007 USPS Annual Meeting, Adam's Mark, Jacksonville, Florida

Deadlines

- 2 Dec **SEO** Form HQ800 for spring classes to DEO.
- 15 Dec **SEO** ED-27 forms from fall Boating classes due at HQ.
- 15 Dec **R/C** Submit budget request to appropriate V/C and budget officer.

Reminders

- Dec **Cdr** Give HQ-117 to each squadron delegate attending annual meeting.
 Be certain squadron dues for the period 1 June 2007 - 31 May 2008 have been determined before holidays. This information is due at HQ by 28 February 2007.
- SEO** Be certain ED-27's for fall classes have been sent to HQ and DEO.
- D/C** Check that D/NomCom has sent ED-80 form to NEO for approval of next year's DEO and AsstDEO.
- DEO** Submit Form HQ800 for spring classes to HQ and Boat US or online at...USPS.org/committees/Educational Dept/Online Hq800.
 Remind S/NomComs to submit ED-80 form for approval.
 Send suggestions for discussion at annual meeting to DEO handling the DEO meeting.

** Dues Notice mailed each month for HQAB squadrons.
Check web site monthly for non renewals that should be notified.