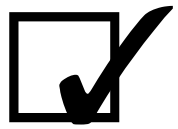
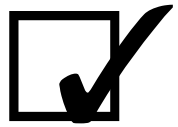


2008



OFFICERS'



CALENDAR

2008 OFFICERS' CALENDAR

JANUARY

Reminders

- Jan **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** 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
- 19-24 Feb **All** USPS Annual Meeting, Hyatt Regency Dallas, Texas

Deadlines

- 3 Feb **Cdr** OD-2 forms listing new officers for national directory.
 ED-1 listing local board appointments to DEO.
- 5 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 2008 - 31 May 2009 on form provided.

Reminders

- Feb **All** Attend USPS Annual Meeting.
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.
 Participate in teaching aids judging at annual meeting as assigned.
- 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

- 11 Apr Board of Directors, USPS Headquarters
 12 Apr Operating Committee, USPS Headquarters
 30 Apr **All** Traditional Squadrons Dues notices for the period 1 June 2008 - 31 May 2009 will be mailed from HQ.

Deadlines

- 3 Apr **SEO** Submit Summer Boating Course Form HQ800 online.
- 28 Apr **SEO** Submit Spring Boating Course ED-27's online.

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 submitted online.

MAY

Events

- 17-23 May **All** Safe Boating Week

Deadlines

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

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 filed online.

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**

20-21 June Board of Directors, Fort Worth, Texas

Deadlines

30 June **S/Tr** Traditional squadrons 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 Traditional squadrons mail final dues notices to delinquent members on 1 June. Give list to commander.

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.

Reminders

Jul **Cdr** Monitor and participate in member reinstatement efforts.

All Make reservations for the Governing Board Meeting.

SEO Order materials for fall classes.

SEO Send nomination for Charles F. Chapman Award for Excellence in Teaching so that it reaches DEO prior to 15 July.

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.

AUGUST**Events**

9 Aug Board of Directors, USPS Headquarters

Deadlines

1 Aug **DEO** Submit Form HQ800 information for fall Boating classes online at <http://www.usps.org/national/eddept/b/hq800.htm>

15 Aug **HQ** Merit mark packages mailed to commanders.

Reminders

Aug **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, elective course and seminars offerings.
 If not already started, begin work on merit mark recommendations.
 If unable to attend GB, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.

D/C Forward recommendations to the chairman of the national Committee on Nominations for 2008 GB general members.
 If not already started, begin work on merit mark recommendations.
 Give date/location of spring conference to NXO at fall GB.

SEO Send suggestions for discussion at GB Meeting to the DEO handling the DEO meeting.

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**Events**

3-8 Sept **All** Governing Board Meeting, Marriott Renaissance Center, Detroit, Michigan

Deadlines

1 Sept **DEO** Submit DEO nomination for Chapman Award to HQ.

15 Sept **SEO** Summer Boating ED-27's ... <http://www.usps.org/national/eddept/b/hq800.htm>

Sept **All** Plan to attend fall conference.
 Report Governing Board actions to all interested.
Cdr Check progress of fall Boating classes.

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

24-27 Oct CPS Annual General Meeting (USPS Bridge attends. All USPS members welcome.)

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

8 Nov Board of Directors, USPS Headquarters

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 to Area Monitor.

16 Nov **All** Final fiscal year 2008 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.

R/C Finish and submit HQ-229 for 2008 committee appointments to V/C.

S/Tr Arrange for audit of books prior to squadron annual meeting.

DECEMBER

Events

5 Dec

Board of Directors, USPS Headquarters

6 Dec

Operating Committee, USPS Headquarters

17-22 Feb 2009

USPS Annual Meeting, Hyatt Regency, Anaheim, California, make reservations.

Deadlines

2 Dec

SEO

Form HQ800 ... <http://www.usps.org/national/eddept/b/hq800.htm>

15 Dec

SEO

ED-27 forms ... <http://www.usps.org/national/eddept/b/hq800.htm>

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 2009 - 31 May 2010 have been determined before holidays. This information is due at HQ by 28 February 2009.

SEO

Be certain ED-27's for fall classes have been submitted ...
<http://www.usps.org/national/eddept/b/hq800.htm>

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 at ...
<http://www.usps.org/national/eddept/b/hq800.htm>
 Remind S/NomComs to submit ED-80 form for approval.
 Send suggestions for discussion at annual meeting to DEO handling the DEO meeting.

**** HQAB dues notice mailed on first day of each month.**

Check web site monthly for non renewals that should be notified.