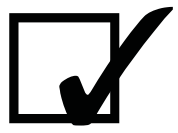
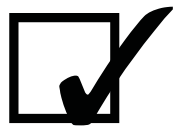


2012



OFFICERS'



CALENDAR

# 2012 OFFICERS' CALENDAR

## JANUARY

### Events

25-29 Jan **All**     USPS Annual Meeting, Hyatt Regency Jacksonville Riverfront, Jacksonville, FL

### 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.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- 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

### 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 2012 - 31 May 2013 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.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- 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.
- Cdr**     Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- 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

### Deadlines

- 3 Apr    **SEO**     Submit Summer Boating Course Form HQ800 online...  
<http://www.usps.org/national/eddept/b/hq800.htm>
- 28 Apr    **SEO**     Submit Spring Boating Course ED-27's online...  
<http://www.usps.org/national/eddept/b/hq800.htm>

### Reminders

- Apr    **Cdr**     Begin preparations for Cooperative Charting program and National Safe Boating Week.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- 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

19-25 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.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- 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 Board of Directors.

**JUNE****Reminders**

- Jun **All**  Make reservations for the Governing Board meeting.
- Cdr**  Have PRO start publicity efforts for fall Boating classes.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.  
 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.

**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.  
 Watch dues processing. Begin contacting non-renewals.
- All**  Make reservations for the Governing Board Meeting.
- SEO**  Order materials for fall classes.  
 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****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.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- D/C**  Forward recommendations to the chairman of the national Committee on Nominations for 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**

4-7 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>

**Reminders**

- Sept **All**  Plan to attend fall conference.  
 Report Governing Board actions to all interested.
- Cdr**  Check progress of fall Boating classes.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.

- Sept **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

- 16-21 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.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- 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

#### 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.
- S/Tr**  Donations to the Educational Fund due to Ed Fund Administrator
- 16 Nov **All**  Final fiscal year 2012 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.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals
- 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 2013 committee appointments to V/C.  
**S/Tr**  Arrange for audit of books prior to squadron annual meeting.

### DECEMBER

#### Events

- 16 - 20 January 2013 **All**  USPS Annual Meeting, Hyatt Regency Jacksonville Riverfront, Jacksonville, FL, 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 2013 - 31 May 2014 have been determined before holidays. This information is due at HQ by 28 February 2013.  
 Monitor and participate in member reinstatement efforts.  
 Watch dues processing. Begin contacting non-renewals.
- 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 Emailed on the first of every month and mailed on 15th of each month.**

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