



District Job Descriptions

District Job Descriptions

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The Pledge of United States Power Squadrons:
I do solemnly pledge to:
Abide by the bylaws of United States Power Squadrons;
Promote high standards of navigation and seamanship;
Maintain my boat and operate it legally;
Render assistance whenever possible; and
Conduct myself in a manner that will add prestige, honor,
and respect to United States Power Squadrons.

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FORWARD

These Job Descriptions are designed to help a member who is assuming a service assignment/ position with which he may not be familiar. It may also provide a guide for Bridge Officers or the Nominating Committee when interviewing and/or evaluating a potential nominee and the Personnel Committee in making recommendations to department heads. The Manual is the property of the District to be used where and as needed. The District Operations Training Chairman should keep it up-to-date and promote its use.

The descriptions presented are of a general nature and they may be added to or extended as local requirements warrant. Other committee and/or job descriptions may be added as appropriate for your district. **It is understood that any word denoting gender shall apply equally to either.** If there is a conflict with the Operations Manual or Bylaws, then they will have precedence.

The National Leadership Development Committee has assembled this manual with the help of many members throughout USPS. We are grateful for their assistance and solicit input from all members as we advance.

Combining Duties

There is no limit to the amount of appointed positions a member may hold, unless it creates a conflict of interest. Officers may also hold appointed positions.

A vessel safety check committee chairman can be safety officer. A cooperative charting committee chairman can be boating activities committee chairman. A commander can be public relations officer. An educational officer can be membership committee chairman and operations training committee chairman. A secretary/treasurer can be editor. Many combinations are possible, but only members who are interested in a particular area should be appointed to that area.

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COMMANDER DEPARTMENT

Department: Commander
Job Title: Commander
Reports To: Membership
Rank: District Commander

GENERAL

The commander (D/C) is the ranking officer of the district and presides at all district meetings and serves as *ex-officio* a member of all district committees, except auditing, nominating and rules committees. The D/C is responsible for creating a close bond among the district squadrons.

The D/C is required to conduct extensive correspondence.

The D/C serves as liaison with the squadron commanders on district and national affairs and it is his duty to keep all squadron commanders informed of such district and national matters that concern their squadrons.

The D/C is the liaison between the Governing Board (GB) and national officers and the squadrons of the district.

The D/C reports directly to the national executive officer (NXO) who is responsible for the general supervision and coordination of district activities.

RESPONSIBILITIES:

1. Appoint a chaplain, flag lieutenant, aide(s), appointive officers, the chairmen and members of the appointive committees who have one year terms and such other lieutenants as deemed necessary.
2. Call all meetings of the conference and council as provided by the district bylaws.
3. National will contact the D/Cs requesting information regarding the dates and locations of conferences. D/Cs should respond promptly and include any special request for specific C/C's representatives.
4. Review with each bridge officer the program for the management of their respective department activities.
5. Submit recommendations for general members of the GB to the chairman of the Committee on Nominations prior to the fall GB.

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6. Ensure that all squadron commanders send in merit mark recommendations to the area monitor before 15 November.
7. Submit merit mark recommendations for members of the district staff and members active in district affairs to the area monitor before 15 November (may be completed by Merit Mark chairman with D/C's review and approval).

Review the services and work of each squadron commander of the district and, where warranted, recommend each for a merit mark.

Obtain and consider recommendations made by the past district commander (P/D/C) who was in office for part of the same calendar year, and also prepare a service record for the succeeding D/C for services contributed by members from 1 January to the change of watch.

8. Understand duties and responsibilities as a member of the GB and coordinate the reporting activities of bridge officers and general members of the GB.
9. Attend USPS annual and GB meetings including the D/C DXO meeting.
10. Keep a record of all dates of national, district and squadron functions at which the D/C's presence is likely to be expected or requested. This may be assigned to the flag lieutenant.
11. Visit each squadron in the district at least once a year, attend as many squadron functions as possible and conduct ceremonies in connection with the installation of new squadron officers. If it is not possible to perform these duties, the D/C should designate another bridge officer or P/D/C to represent the D/C.
12. Understand the preparation of all required USPS reports at district and squadron levels.
13. Notify the council and the NXO when the D/C has granted an exception to squadron officer nominees regarding the lack of an advanced grade and/or merit mark, with the reasons therefore, per USPS National Bylaws, Article 7.

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14. Oversee the formation of new squadrons in the district including providing support and ensuring that any proposed new squadron has complied with all instructions for forming the squadron. Procedures are described in Chapter 15, USPS Operations Manual.
15. Assist squadrons that may be "At Risk" including attending squadrons' meetings and providing district support as needed. If the revitalization of a squadron appears impossible, the D/C should report the fact to the NXO.
16. Take appropriate actions with squadron commanders to secure membership retention.
17. Prepare article(s) for publication in the newsletter.
18. Host social events.
19. Prepare an annual department budget and submit it to the budget committee.
20. Prepare a written report at the end of the watch year or semi-annually between conferences in such detail as requested by the NXO.
21. Pass on to his successor all files concerning business transacted during his term of office, including national correspondence and directives from all departments and national correspondence with the members of the squadrons of the district.

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Department: Commander
Job Title: Flag Lieutenant
Reports To: Commander
Rank: District Flag Lieutenant

GENERAL

The flag lieutenant (D/F/Lt) is the commander's (D/C) right hand during the year, primarily at meetings. The D/F/Lt performs duties assigned by the D/C and assists in handling such other details that the D/C views as important during his term of office.

RESPONSIBILITIES

1. Be seated at meetings so eye contact is always made with the D/C and thus be available to assist at any time the occasion arises.
2. Attend district/national meetings with the D/C:
 - a. Annual Meeting (1)
 - b. Governing Board (1)
 - c. Conferences (2)
 - d. Council meetings (2)
 - e. Bridge meetings
 - f. All other meetings attended by the D/C
3. Be available during conferences to handle the many minor problems that may occur. The D/F/Lt can handle most of these to facilitate a successful conference/meeting.

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Department: Commander
Job Title: Aide(s)
Reports To: District Commander

GENERAL

Aides are administrative assistants to the commander (D/C) and perform duties assigned by the D/C.

RESPONSIBILITIES

Duties may include but are not limited to:

1. Create and maintain a timetable and calendar of events of:
 - a. Reports due to National.
 - b. Functions requiring the D/C's attendance.
 - c. Reports due from bridge officers.

2. Prepare for the D/C's approval and thereafter distribute the meeting agendas* for:
 - a. Conferences.
 - b. Councils.
 - c. Bridge and/or special meetings.

3. Maintain the commander's administrative files.

4. Coordinate:
 - a. National VIP visits.
 - b. Change of watch and/or D/C reception activities.

* This task may be completed by the secretary.

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Department: Commander
Job Title: Chaplain
Reports To: Commander
Rank: District Lieutenant

GENERAL

The chaplain pronounces invocations and benedictions at conferences.

RESPONSIBILITIES

1. Counsel squadron chaplains who may request suggestions for ceremonies and prayers.
2. Use Chapter 11, paragraphs 11.56-11.62, USPS Operations Manual as a reference base.
3. Advise conference committees on scheduling conflicts with religious holidays.

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Department: Commander
Job Title: Merit Mark Chairman
Reports To: Commander
Rank: District Lieutenant

GENERAL

The merit mark chairman compiles and maintains a list of members of the district staff and members active in district affairs who have contributed significant work during the calendar year for consideration in recommendation of a merit mark and prepares the Merit Mark Recommendation form for the commander (D/C) using DB2000.

RESPONSIBILITIES:

1. Request the commander (or previous merit mark chairman), who served from 1 January to the change of watch, to provide data/information for any members to be recommended for a merit mark for work during that period.
2. Remind bridge officers to submit recommendations for merit mark consideration for their respective department chairmen and committee members including data/information on work performed.
3. Prepare the Merit Mark Recommendation form with all data/information received and forward to the D/C for his review. Refer to OM Chapter 16.
4. Revise the Merit Mark Recommendation form with any corrections, additions or deletions that are requested by the D/C, if required.
5. After D/C approval, submit the Merit Mark Recommendation form to the area monitor by the 15 November deadline. Electronic submission using DB2000 is required.
6. Prepare and submit Supplementary Merit Mark Recommendation forms for work performed up to 31 December, if required.
7. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Commander
Job Title: Fleet Captain
Reports To: Commander
Rank: District Lieutenant

GENERAL

The fleet captain keeps members apprised of all information with respect to boating, serves as dock master and coordinates fleet activities.

RESPONSIBILITIES

1. Subscribe to Local Notice to Mariners and forward items of special importance of local nature to each of the district/squadron editors.
2. Endeavor to keep apprised of all matters of a marine nature affecting boaters and disseminate the same to the fleet.
3. Encourage attendance at rendezvous and participation in other boating events of the district.
4. Serve as dock master for any district boating activity.
5. Be alert for breaches of decorum, etiquette or good seamanship on the part of members, tactfully initiating whatever corrective measures may be appropriate.

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Department: Executive
Job Title: Executive Officer
Reports To: Commander
Rank: District Executive Officer

GENERAL

The executive officer (DXO) assists the commander (D/C) and is *ex officio* a member of all executive department committees. The DXO is responsible for the general supervision of the squadron commanders and for other functions sometimes described as “external affairs”. In the absence or incapacity of the D/C, the DXO performs the duties and exercises the powers of the D/C.

RESPONSIBILITIES

1. To the conference, the council and the D/C for all committees assigned to the executive department.
2. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
3. Supervise and coordinate squadron activities within the district and hold periodic meetings with squadron commanders for advising them on questions of district interest that should appear on agendas of the squadron’s general or executive committee meetings.
4. Review the minutes of the squadrons’ meetings and report to the council resolutions or recommendations which require actions by that body.
5. Attend as many USPS annual and governing board meetings as possible including:
 - D/C DXO meeting.
 - District/Squadron Officers and General Members meeting.
 - Meetings of the National Executive Department.
6. Prepare article(s) for publication in the newsletter.
7. Prepare an annual department budget and submit it to the budget committee.
8. Coordinate visits of the D/C and/or his representative to the squadrons.
9. Conduct ceremonies in connection with the installation of new squadron officers at the request of or in the absence of the D/C.

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10. Prepare a written report at the end of the watch year or semi-annually between conferences, in such detail as requested by the D/C.
11. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Executive
Job Title: Chairman Cooperative Charting Committee
Reports To: Executive Officer
Rank: District Lieutenant

GENERAL

The cooperative charting committee chairman coordinates and promotes cooperative charting activities within the district and counsels and encourages the activities of the district cooperative charting committee.

The chairman serves as liaison between the national committee and the district committee (consisting of the squadron cooperative charting committee chairmen ChCoCh's).

RESPONSIBILITIES

1. Review and approve CCWeb reports received from individuals and forward to the area representative.
2. Coordinate entries into USPS national contests relating to cooperative charting activities.
3. Train subordinates and successor.
4. Enthusiastically promote and support the efforts of their district committee members (each squadron ChCoCh's).
5. Prepare an annual Cooperative Charting timetable and calendar of events and submit to the executive officer.
6. Become thoroughly familiar with the cooperative charting manual.
7. Prepare article(s) for publication in the newsletter.
8. Prepare an annual committee budget and submit to the executive officer (DXO).
9. Prepare a written annual report at the end of the watch year or semi-annually between conferences in such detail as requested by the DXO.
10. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Executive
Job Title: Chairman Legislative Committee
Reports To: Executive Officer
Rank: District Lieutenant

GENERAL

The legislative officer (DLegO) is chairman of the legislative committee. He advises the executive officer (DXO) and the membership on legislative matters, enacted or proposed, affecting boating in the district and serves as liaison between the national government and partner relations committee (GPRCom) and the district committee (consisting of the squadron legislative officers (SLegOs)).

RESPONSIBILITIES

1. Seek and gather information on the laws, proposals and regulations affecting boats, boaters and water sports and report on the subject to the DXO, membership and to the GPRCom for their consideration.
2. Report to the GPRCom, with copies to the chief commander, D/C and DXO all state legislative actions proposed or enacted in reference to boating law changes.
3. Train subordinates and successor.
4. Promote and support the efforts of their district committee (each SLegO).
5. Prepare an annual committee budget and submit to the DXO.
6. Prepare a written report at the end of the watch year or semi-annually between conferences in such detail as requested by the DXO.
7. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Executive
Job Title: Chairman Safety Committee
Reports To: Executive Officer
Rank: District Lieutenant

GENERAL

The safety officer (DSO) is chairman of the safety committee and directs the safety program in the district. The DSO maintains communication with national organizations and government and state agencies within the district whose activities are directed toward boating safety and serves as liaison between the national committee and the district committee (consisting of the squadron safety officers (SSOs)).

RESPONSIBILITIES

1. Formulate ideas and collect data to stimulate vigilance against hazards inherent in the use, operation and maintenance of boats.
2. Maintain sufficient safety promotional materials on hand for demonstration/usage.
3. Organize and promote Safety seminars at conferences.
4. Train subordinates and successor.
5. Promote and support the efforts of their district committee (each SSO).
6. Prepare ideas and suggestions, in cooperation with the public relations committee, to bring safety information to the attention of the public, with emphasis on safe boating week.
7. Prepare an annual Safety timetable and calendar of events and submit to the DXO.
8. Coordinate safety activities with other committee(s) as requested by the DXO.
9. Prepare articles for publication in the newsletter and assist squadron safety officers in writing articles for squadron newsletters.
10. Prepare an annual committee budget and submit to the DXO.
11. Administer the Safety Awards Program within the district.

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12. Solicit nominations from squadron safety officers for the Life Saving and National Safety Awards.
13. Receive reports from squadron safety officers relating to their planning, programs and activities of their national safe boating week and prepare USCG reports.
14. Prepare a written annual report at the end of the watch year, or semi-annually between conferences in such detail as requested by the DXO.
15. Turn over to his successor all files, records, reports, communications and documents to the district.

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Department: Executive
Job Title: Chairman Boat Show Committee
Reports To: Executive Officer
Rank: District Lieutenant

GENERAL

The boat show committee (BSCom) chairman organizes, sets up and schedules personnel for district exhibits at boat shows and advises and assists squadrons in the district with preparations for boat shows in their local area.

RESPONSIBILITIES

1. Obtain the necessary permission and exhibit space.
2. Set up an organizational meeting in advance with the squadron chairmen.
3. Supervise the design, structure and display of the booth.
4. Coordinate and encourage squadron chairmen to recruit and staff the USPS booth and prepare a day/time work schedule for all volunteers.
5. Ensure there is enough handout materials, to include a schedule of public boating classes with the starting dates, times and locations.
6. Prepare an annual Boat Show timetable and calendar of events and submit to the DXO.
7. Prepare article(s) for publication in the newsletter.
8. Prepare an annual committee budget and submit to the DXO.
9. Prepare a written report at the end of the watch year, in such detail as requested by the DXO.
10. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Executive
Job Title: Chairman Vessel Safety Check
Reports To: Executive Officer
Rank: District Lieutenant

GENERAL

The Vessel Safety Check chairman coordinates and promotes the Vessel Safety Check (VSC) program within the district. The objective of this program is the **certification** of USPS members as qualified examiners to perform vessel safety checks per USCG Auxiliary requirements.

REPSONSIBILITIES

1. Counsel and encourage the VSC program activities.
2. Serve as liaison between the national committee and the squadron VSC chairmen and with the USCG Auxiliary within the district.
3. Organize and promote VSC program seminars at conferences.
4. Train subordinates and successor.
5. Promote and support the efforts of their district committee (each squadron VSC chairman).
6. Promote the Government/USPS supplied Inflatable Life Jacket resources and review at least annually the total Inflatable Life Jacket distribution within the district; assist squadrons in adjusting quantities between squadrons, returning excess inventory to HQ or requesting additional jackets from the national safety committee, when deemed necessary.
7. Promote participation in USPS National VSC contests.
8. Establish and administer a district awards program to recognise outstanding VE's, squadrons, and program promotion activities.
9. Promote the partnership with the USCG Auxiliary in the VSC program.
10. Prepare articles for the newsletter and assist squadron chairmen in the same purpose.
11. Communicate any areas of concern to the national committee representative assigned to the district.

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12. Maintain the required inventory of decals, forms and related materials.
13. Utilize the national VSC website and electronic media to further enhance communications among squadrons, districts and national.
14. Prepare an annual committee budget and submit to the DXO.
15. Turn over all files and inventories to the successor.
16. Keep in mind that this is a great opportunity to promote the USPS boating safety education and to increase membership. To reach out and educate the boating public is our primary objective.

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Department:	Executive
Job Title:	Chairman Liaison Committee
Reports to:	Executive Officer
Rank:	District Lieutenant

GENERAL

The liaison officer (DLO) is the chairman of the liaison committee, and promotes and maintains good relations with public officials and non-USPS organizations concerned with recreational boating safety. The DLO serves as liaison between the government and partner relations committee (GPRCom) and the district committee (consisting of the squadron liaison officers (SLOs)).

RESPONSIBILITIES

1. Present and retire the colors at the opening and closing ceremonies of district meetings and conferences.
2. To avoid confusion, the DLO should not have any contact with an office which is the national headquarters of any organization regarding liaison activities, without obtaining authorization from the GPRCom.
3. Train subordinates and successor.
4. Promote and support the efforts of their district committee (each SLO).
5. Recommend to the DXO the names of individuals to invite as guests and/or speakers for district functions.
6. Provide assistance to guests at district functions.
7. Prepare an annual committee budget and submit to the DXO.
8. Prepare a written annual report at the end of the watch year or semi-annually between conferences in such detail as requested by the DXO.
9. Turn over to his successor the files, records, reports, communications and documents of the district.

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Department: Executive
Job Title: Chairman Public Relations Committee
Reports To: Executive Officer
Rank: District Lieutenant

GENERAL

The public relations officer (DPRO) is the chairman of the public relations committee and assists in conceiving and coordinating public relations (PR) relating to squadron activities promoting USPS courses and seminars. The DPRO serves as liaison between the national committee and the district committee (consisting of the squadron public relations officers (SPROs)).

RESPONSIBILITIES

1. Create/maintain a list of contacts with local media.
2. Maintain sufficient PR materials on hand for demonstration/usage.
3. Train subordinates and successor.
4. Promote and support the efforts of their district committee (each SPRO).
5. Coordinate entries into USPS National contests relating to PR activities.
6. Prepare an annual public relations timetable and calendar of events and submit to the DXO.
7. Become thoroughly familiar with the PRO-LOG manual.
8. Coordinate PR activities with other committees as requested by the DXO.
9. Prepare article(s) for publication in the district newsletter.
10. Prepare an annual committee budget and submit to the DXO.
11. Receive from the squadron PROs the NPR 101S forms; prepare and submit the NPR 101D form/report to national.
12. Prepare a written annual report at the end of each watch year or semi-annually between conferences in such detail as requested by the DXO.
13. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department:	Executive
Job Title:	Chairman Radio Technical Committee
Reports To:	Executive Officer
Rank:	District Lieutenant

GENERAL

The radio technical officer (DRTO) is chairman of the radio technical committee and serves as liaison between the national Electro-Mechanical Systems Committee (EMSCoM) and the district committee (consisting of the squadron radio technical officers (SRTOs)). The committee functions in a manner parallel to the EMSCoM by establishing liaison with organizations in the district concerned with maritime electronic systems and other forms of radio communications

RESPONSIBILITIES

1. Receive all EMSCoM mailings and forward required information to the SRTOs in the district, requesting information or opinions when desired.
2. Review periodicals for radio/technical information that would be of interest to the boater and pass along any materials of interest to the SRTOs.
3. Train subordinates and successor.
4. Forward copies of minutes and/or reports of committee meetings to the ChEMSCoM.
5. Prepare an annual committee budget and submit to the DXO.
6. Prepare a written annual report at the end of each watch year or semi-annually between conferences in such detail as requested by the DXO.
7. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Executive
Job Title: District Homeland Security Officer
Reports To: Executive Officer
Rank: District Lieutenant

GENERAL

The homeland security officer (DHSO) coordinates with the National Homeland Security Team Leader in carrying out the national committee's two primary objectives: A) provide support to Citizen Corps, a branch of the Federal Emergency Management Agency (FEMA), and B) assist the U.S. Coast Guard in its "America's Waterway Watch" (AWW) program, as well as provide support for our own USPS "America's Waterway Awareness" campaign.

As a Citizen Corps partner, USPS members are asked to embrace personal responsibility to be prepared, get training in first aid and emergency skills, and volunteer to support local emergency responders, disaster relief and community safety.

- Acts as liaison between the squadron homeland security officers (or liaison officers if no HS appointment is made) and the Homeland Security Team Leader on the national Government and Partner Relations Committee (GPRCom).
- Maintains constant contact with the DXO, SXOs, SHSOs and SLOs
- Monitors FEMA and USCG alerts under "USPS News" link on USPS home page.

RESPONSIBILITIES

A) DHS activities related to Citizen Corps:

1. Employs Citizen Corps/USPS "Engagement Opportunities" tactics.
2. Establishes contact with the local Office of Emergency Management (OEM) or Emergency Operations Center (EOC).
3. Encourages USPS district liaisons with state Citizen Corps councils.
4. Coordinates, when asked, USPS contact with 1 of 10 FEMA regions.
5. Routinely accesses www.citizencorps.gov and www.ready.gov.
6. Promotes CERT training opportunities.

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B) DHS activities related to the U.S. Coast Guard:

1. Encourages joint programs between USPS and USCG Auxiliary districts.
2. Promotes/publicizes USPS participation in AWW program.
3. Presents seminars on AWW activities to yacht clubs, boating organizations and civic groups.
4. Updates USPS Educational Department on HS and AWW developments for applicable educational courses.
5. Provides USPS and USCG Auxiliary district liaisons.
6. Establishes USPS and USCG sector relationships.

C) Prepare an annual committee budget and submit to the DXO.

D) Turn over to his successor all files, records, reports, communications and documents of the district.

Important to note:

In the event there is no DHSO appointment, the DHSO duties and responsibilities will be assumed by the district liaison officer (DLO).

[Also refer to district homeland security officer reference in Section 4.22 of the USPS Operations Manual]

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Revised: 09/7/11

Department: Educational
Job Title: Educational Officer
Reports To: Commander
Rank: District Lieutenant Commander

GENERAL

The educational officer (DEO) assists the commander (D/C) and is responsible for supervising all educational affairs within the district, coordinating the educational affairs within the district and serves as their representative to the national educational department.

The DEO is chairman of the educational committee which is composed of the squadron educational officers (SEOs), the assistant district educational officer (ADEO) and the chairman of the teaching aids committee (ChDTA). The DEO is *ex officio* a member of all educational department committees.

RESPONSIBILITIES

1. To the conference, the council and the D/C for all committees assigned to the educational department.
2. Assist the D/C in the arrangements for the district educational meetings and represent the National Educational Department at conferences and squadron meetings at which there is no national officer present.
3. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
4. Counsel on the recommendations for squadron educational officers (SEOs) and assistant SEOs with the squadron nominating committees and approve their nomination as delegated by the national educational officer (NEO).
5. Communicate material and procedural changes to SEOs.
6. Provide assistance, promotion and encouragement to all members of the district through the SEOs relative to USPS educational offerings.
7. Keep the SEOs informed on the processes in place to keep USPS HQ advised on how courses should be scheduled and results reported.
8. Attend USPS annual and governing board meetings, including meetings of the National Educational Department preceding GB meetings.

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9. Prepare article(s) for publication in the newsletter.
10. Prepare an annual department budget and submit to the budget committee.
11. Conduct ceremonies in connection with the installation of new squadron officers at the request of or in the absence of the D/C.
12. Prepare a written report at the end of the watch year or semi-annually between conferences in such detail as requested by the D/C.
13. Turn over to his successor all files, records, reports, communications and documents of the district.

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District Job Descriptions

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Department: Educational
Job Title: Assistant Educational Officer
Reports To: Educational Officer
Rank: District First Lieutenant

GENERAL

The assistant educational officer (ADEO) assists the educational officer (DEO) in the performance of his duties and in the absence or incapacity of the DEO, acts in his place including voting on any meeting.

RESPONSIBILITIES

1. Perform those duties requested by the DEO. Such duties may include but are not limited to:

Accumulate data in determining the winner of the Prince Henry Award and other local educational awards and report such to the district educational officer prior to the spring or fall conference.

Make recommendations for change, if any, in the rules of district educational awards to the DEO.

Maintain a district library of educational film, videos, books and magazines and publications for the use by the squadrons.

Maintain a list of all educational items of accountability, to include course materials and/or teaching aids.

2. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
3. Prepare a written report at the end of the watch year or semi-annually between conferences in such detail as requested by the DEO.
4. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Educational
Job Title: Chairman Teaching Aids Committee
Reports To: Educational Officer
Rank: District Lieutenant

GENERAL

The teaching aids committee chairman counsels squadron educational officers (SEOs) in the construction and maintenance of teaching devices for the various courses and serves as liaison between the national committee and the district committee (consisting of the squadron teaching aids chairmen (ChTAs)).

RESPONSIBILITIES

1. Assist the squadron ChTAs in creating and submitting entries into the district teaching aids exhibits.
2. Conduct district teaching aids exhibits at each conference.
3. Maintain contact with squadron and national committee personnel to stimulate greater awareness of the impact of effective teaching aids.
4. Train subordinates and successor.
5. Enthusiastically promote and support the efforts of their district committee members (each squadron ChTAs).
6. Prepare an annual budget and submit to the DEO.
7. Prepare a written annual report at the end of the watch year, or semi-annually between conferences in such detail as requested by the DEO.
8. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Administrative
Job Title: Administrative Officer
Reports To: Commander
Rank: District Lieutenant Commander

GENERAL

The administrative officer (DAO) assists the commander (D/C), performs duties assigned by the D/C, the council or the conference and supervises other functions sometimes known as "internal affairs". The DAO is *ex officio* a member of all administrative department committees. In the absence or incapacity of the executive officer (DXO), the DAO performs the duties and exercises the powers of the DXO.

RESPONSIBILITIES

1. To the conference, the council and the commander for all committees assigned to the administrative department.
2. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
3. Attend as many USPS annual and governing board meetings as possible including:
 - District/Squadron Officers & General Members meeting.
 - Meetings of the National Administrative Department.
4. Coordinate the scheduling of each conference between the council and the host squadron(s).
5. Prepare, in consultation with the D/C and the DEO, the program(s) for each conference.
6. Prepare article(s) for publication in the district newsletter.
7. Prepare an annual department budget and submit to the budget committee.
8. Conduct ceremonies in connection with the installation of new squadron officers at the request of or in the absence of the D/C.
9. Prepare a written report at the end of the watch year, or semi-annually between conferences in such detail as requested by the D/C.
10. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Administrative
Job Title: Chairman Membership Committee
Reports To: District Administrative Officer
Rank: District Lieutenant

GENERAL

The chairman of the membership committee assists all squadron membership chairmen in their efforts to identify, recruit and process new members and serves as liaison between the national committee and the district committee (consisting of the squadron membership chairmen).

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. Conduct group meetings with the squadron membership chairmen at each district conference.
3. Make a sincere effort to maintain a net growth rate annually.
4. Train subordinates and successor.
5. Promote and support the efforts of their district committee (each squadron membership chairman).
6. Help formulate, in cooperation with the national committee and in conjunction with squadrons, the general procedures for guidance of squadron membership chairmen and membership committees.
7. Prepare an annual Membership timetable and calendar of events and submit to the administrative officer (DAO).
8. Prepare article(s) for publication in the district newsletter.
9. Prepare an annual committee budget and submit to the DAO.
10. Prepare a written report at the end of the watch year, or semi-annually between the conferences in such detail as requested by the DAO.
11. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Administrative
Job Title: Chairman Member Involvement Committee
Reports To: Administrative Officer
Rank: District Lieutenant

GENERAL

The chairman of the member involvement committee assists all squadron member involvement chairmen in developing and implementing ways of involving all squadron members, old and new, in squadron activities, programs, committees, social and educational programs. He serves as liaison between the national committee and the district committee (consisting of the squadron member involvement chairmen).

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. Work closely with the district membership committee in allowing that committee to concentrate on the process of bringing new members into USPS.
3. Conduct committee meetings with the squadron member involvement committee chairmen at each conference.
4. Train subordinates and successor.
5. Enthusiastically promote and support the efforts of their district committee (each squadron member involvement chairman).
6. Apprise the administrative officer (DAO) of the needs and desires of the district membership.
7. Prepare an annual Member Involvement timetable and calendar of events and submit to the DAO.
8. Prepare article(s) for publication in the district newsletter.
9. Prepare an annual committee budget and submit to the DAO.
10. Prepare a written report at the end of the watch year or semi-annually between conferences in such detail as requested by the DAO.
11. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Administrative
Job Title: Chairman Boating Activities Committee
Reports To: Administrative Officer
Rank: District Lieutenant

GENERAL

The chairman of the boating activities committee provides guidance and support to host squadrons in support of boating activities scheduled on a district basis and serves as liaison between the national committee and the district committee (consisting of the squadron boating activities chairmen).

RESPONSIBILITIES

1. Ensure that the district's geographical area is adequately covered by squadron port captains.
2. Oversee that district cruise and rendezvous activities are properly planned and coordinated.
3. Prepare plans(s) for district cruise and rendezvous activities and submit to the district administrative officer (DAO).
4. Submit district and squadron cruise and rendezvous activity schedules to the national squadron activities committee's cruise and rendezvous division (online registration on the USPS website).
5. Train subordinates and successor.
6. Enthusiastically promote and support the efforts of their district committee members (each squadron boating activities chairman).
7. Prepare an annual boating activities timetable and calendar of events and submit to the DAO.
8. Prepare article(s) for publication in the district newsletter.
9. Prepare an annual committee budget and submit to the DAO.
10. Prepare an annual committee report at the end of the watch year or semi-annually between conferences in such detail as requested by the DAO.
11. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Administrative
Job Title: Chairman Operations Training Committee
Reports To: Administrative Officer
Rank: District Lieutenant

GENERAL

The chairman of the operations training committee (ChDOTCom) plans, promotes and conducts the Operations Training (OT) and Leadership Development (LD) programs at the district level and coordinates the operations training committee activities of the squadrons. ChDOTCom serves as liaison between the national leadership development committee and the district committee (consisting of the squadron operations training committee chairmen).

RESPONSIBILITIES

1. Coordinate distribution of national leadership development committee (LDCom) reports to squadrons.
2. Train subordinates and successor.
3. Enthusiastically promote the efforts of their district committee members (each squadron OT/Com chairman).
4. Assist squadrons with the implementation of OT and LD programs.
5. Keep the national LD/Com area representative informed of OT activities within the district and solicit assistance when desired.
6. Prepare and submit OT-2 (OTP) and OT-3 (LDP) forms (request for certificates of completion) in accordance with established procedures.
7. Become thoroughly familiar with the OTP and LDP manuals.
8. Prepare an annual Operations Training and Leadership Development programs timetable and calendar of events and submit to the DAO.
9. Prepare article(s) for publication in the newsletter.
10. Prepare an annual committee budget and submit to the DAO.
11. Prepare a written annual report at the end of watch year, or semi-annually between conferences in such detail as requested by the DAO.

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12. Turn over to his successor all files, records, reports communications and documents of the district.

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Department: Administrative
Job Title: Chairman Conference Committee
Reports To: Administrative Officer
Rank: District Lieutenant

GENERAL

The chairman of the conference committee makes recommendations to the administrative officer (DAO) regarding the content of conferences and helps promote and carry out the plans which are agreed upon by the council.

RESPONSIBILITIES

1. Prepare an annual Conference timetable and calendar of events and submit to the DAO.
2. Prepare article(s) for publication in the newsletter.
3. Prepare/coordinate program content(s) and presenters for conferences and/or council meetings.
4. Assure that host squadrons for conferences/activities are thoroughly familiar with the conference manual and/or established procedures.
5. Coordinate contracts for hotels/facilities with host squadrons and review proposed budgets for conferences prior to submitting to the DAO.
6. Prepare a post-meeting report of each conference in summarizing attendance, costs and other statistical data of value to squadrons hosting future meetings and submit such to the DAO within 30 days after the meeting.
7. Prepare a written annual report at the end of the watch year or semi-annually between conferences in such detail as requested by the administrative officer.
8. Turn over to his successor all files, records, reports, communications and documents of the district.

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District Job Descriptions

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Revised: 09/7/11

Department: Secretary
Job Title: Secretary
Reports To: Commander
Rank: District Lieutenant Commander

GENERAL

The secretary (DSec) assists the commander (D/C) and performs the duties relating specifically to those committees handling the secretarial affairs of the district. The DSec is *ex officio* a member of all secretary's department committees.

RESPONSIBILITIES

1. To the conference, the council and the D/C for all committees assigned to the secretary's department.
2. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
3. Record the official attendance at council and conference meetings.
4. Record the minutes of the council and conference meetings and distribute them in a timely manner and conduct the correspondence of these bodies.
5. Maintain a current mailing list for meeting notices and other district communications, to include the chief commander (C/C), the national executive officer (NXO), the national educational officer (NEO) and the national secretary (NSec).
6. Request/receive written certification from squadron commanders for delegates to the conferences.
7. Formulate for the D/C's approval, and thereafter distribute, the agenda of council and conference meetings.*
8. Maintain custody of the official copy of the district bylaws and keep it updated.
9. Maintain a file of all documents, records and communications of the district.

* This task may be completed by the flag lieutenant.

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10. Preserve in convenient, readily accessible form, important motions, sometimes referred to as standing rules or standard operating procedures (SOP), which might otherwise become lost in minutes of past council/conference meetings.
11. Distribute copies of all council and conference minutes to the NXO, NEO and NSec.
12. Send to the Committee on Rules (ComRules) one copy of adopted bylaws or amendments and one copy of approvals page with information that is currently indicated (preferably electronic; signatures must be scanned or mailed single sheet, if scanning is not available).

Send notice of the approval by the ComRules to all members of the council and the squadron secretaries.

12. Prepare and submit on forms provided by national, the names and addresses of the newly elected district officers for inclusion in the Directory of National, District and Squadron Officers.
13. Attend as many USPS annual and governing board meetings as possible, including the District/Squadron Officers & General Members meeting.
14. Prepare article(s) for publication in the newsletter.
15. Prepare an annual department budget and submit to the budget committee.
16. Conduct ceremonies in connection with the installation of new squadron officers at the request of or in the absence of the D/C.
17. Prepare a written report at the end of the watch year or semi-annually between conferences in such detail as requested by the D/C.
18. Turn over to his successor all files, records, reports, communications and documents of the district.

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Revised: 09/7/11

Department: Secretary
Job Title: Assistant Secretary
Reports To: Secretary
Rank: District First Lieutenant

GENERAL

The assistant secretary (ADSec) assists the secretary in the performance of his duties and, in the absence or incapacity of the secretary, acts in his place including voting at any meeting.

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing affairs of the district.
2. Prepare/distribute a roster of the district elected/appointed officers at the spring conference.
3. Distribute change notices to the district roster on an as-needed basis.
4. Make backup notes at council and conference meetings.

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Department: Secretary
Job Title: Historian
Reports To: Secretary
Rank: District Lieutenant

GENERAL

The historian collects, maintains, and ensures the preservation of historical documents relating to the district and serves as liaison between the national committee and the district committee (consisting of the squadron historians).

RESPONSIBILITIES

1. Review, select and preserve documents of a historical nature. These should include, but not be limited to, copies of minutes of all district meetings, changes in the district bylaws and copies of all squadron publications.
2. Review the squadrons' annual squadron report (form H-701) and forward to the national historian committee representative.
3. Prepare the annual district report (form-702) and submit to the national historian committee representative. The report may be created and submitted online using DB2000.
4. Train subordinates and successor.
5. Prepare article(s) for publication in the newsletter.
6. Prepare an annual committee budget and submit to the secretary.
7. Prepare a written annual report at the end of the watch year, or semi-annually between conferences in such detail as requested by the secretary.
8. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Secretary
Job Title: Chairman Publications Committee
Reports To: Secretary
Rank: District Lieutenant

GENERAL

The publications committee chairman coordinates the preparation and distribution of district publications, to include the newsletter and articles submitted to *THE ENSIGN*, and serves as liaison between the national committee and the district committee (consisting of the district and squadron newsletter editors).

RESPONSIBILITIES

1. Maintain open lines of communication between squadrons within the district and, through seminars and other means of information exchange, tie together national and squadron publication efforts.
2. Encourage squadrons' to send copies of their newsletters to the Communications Committee newsletter advisor for review and consideration for an annual award.
3. Train subordinates and successor.
4. Enthusiastically promote and support the efforts of their district committee members (squadron newsletter editors).
5. Prepare an annual Publications timetable and calendar of events and submit to the secretary.
6. Distribute copies of publications to members, advertisers, district/national officers and USPS annual and governing board meetings as appropriate.
7. Forward a copy of each publication to the historian.
8. Maintain files of all district publications.
9. Prepare an annual committee budget and submit to the secretary.
10. Maintain production/operating costs within the approved committee budget.
11. Prepare a written annual report at the end of the watch year or semi-annually between conferences in such detail as required by the district secretary.

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12. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Secretary
Job Title: Chairman Newsletter Committee
Reports To: Secretary
Rank: District Lieutenant

GENERAL

The chairman of the newsletter committee performs those duties usually associated with the editor for the newsletter. He publishes the newsletter and provides consultation and assistance to the squadron newsletter editors.

RESPONSIBILITIES

1. Serve as a member of the publications committee and assist in training the squadron newsletter editors.
2. Send a copy of each issue of the newsletter to the historian and to the communications committee (CommCom) newsletter advisor assigned to the District Newsletters.
3. Prepare and distribute the newsletter within the established budget on a frequency basis as directed by the commander, conference and/or council.
4. Prepare an annual committee budget and submit to the publications committee chairman and the secretary.
5. Prepare an annual newsletter timetable and calendar of events and submit to the chairman of the publications committee and the secretary.
6. Prepare a written annual report at the end of the watch year, or semi-annually between conferences in such detail as requested by the secretary.
7. Turn over to his successor all files records, reports, communications and documents of the district.

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Department: Secretary
Job Title: The Ensign Correspondent
Reports To: Secretary
Rank: District Lieutenant

GENERAL

The Ensign Correspondent originates, solicits and processes material for the national magazine, ***THE ENSIGN***.

RESPONSIBILITIES

1. Edit and forward reports of district activities to *THE ENSIGN*, including newsworthy information on conferences, rendezvous, contests and other activities of national interest.
2. Train subordinates and successor.
3. Encourage, edit and collate reports of squadron activities submitted by squadron correspondents.
4. Promote advertising for *THE ENSIGN*.
5. Prepare an annual committee budget and submit to the secretary.
6. Prepare a written annual report at the end of the watch year, or semi-annually between conferences in such detail as requested by the secretary.
7. Turn over to his successor all files, records, reports, communications and documents of the district.

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District Job Descriptions**

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Department: Treasurer
Job Title: Treasurer
Reports To: Commander
Rank: District Lieutenant Commander

GENERAL

The treasurer (DTreas) assists the commander (D/C) and performs the duties relating specifically to those committees handling the financial affairs of the district. The DTreas is *ex officio* a member of all treasurer's department committees.

RESPONSIBILITIES

1. To the conference, the council and the D/C for all committees assigned to the treasurer's department.
2. Attend the regularly scheduled meetings in conducting the affairs of the district.
3. Collect and be responsible for all monies payable to the district.
4. Promptly pay all bills which have been approved for payment by the proper authority.
5. Promptly deposit the funds in a bank approved by the proper authority.
6. Keep an accurate record of all receipts and expenditures.
7. Send notification to USPS HQ of all personnel handling monetary funds in order that they may be bonded.
8. Advise the D/C when expenditures are not in conformity with the budget.
9. Prepare an annual department budget and submit to the budget committee.
10. Provide a copy of the most recent year's end annual Budget vs Actual Report to the budget committee for consideration in planning the future year's budget.
11. Give a brief financial report at each council meeting and a complete financial statement at each conference.
12. Ensure that squadron treasurers comply with all sales tax requirements where applicable.

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13. File the appropriate Internal Revenue Service (IRS) 990 form for the district as required by IRS and submit TR-1 form to USPS HQ.
14. Ensure that all squadrons file their IRS forms as required by IRS.
15. Ensure that all squadrons submit TR-1 forms to USPS HQ.

Take copies of the TR-1 form to the spring conference and urge squadron treasurers and commanders to sign the form right there, if it has not already been filed.

16. Prepare article(s) for publication in the newsletter.
17. Attend as many USPS annual and governing board meetings as possible, including the District/Squadron Officers & General Members meeting.
18. Conduct ceremonies in connection with the installation of new squadron officers at the request of or in the absence of the D/C.
19. Prepare a written annual report at the end of the watch year, or semi-annually between conferences in such detail as requested by the D/C.
20. Turn over to his successor all documents, records, bank books, statements, property and funds of the district.

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District Job Descriptions

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Revised: 09/7/11

Department: Treasurer
Job Title: Assistant Treasurer
Reports To: Treasurer
Rank: District First Lieutenant

GENERAL

The assistant treasurer (ADTreas) assists the treasurer in the performance of his duties and, in the absence or incapacity of the treasurer, acts in his place including voting at any meeting.

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. Be assigned such duties as requested by the treasurer.

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Revised: 09/7/11

Department: Treasurer
Job Title: Chairman Budget Committee
Reports To: Treasurer
Rank: District Lieutenant

GENERAL

The chairman of the budget committee oversees budget planning and expenditures of district funds.

RESPONSIBILITIES

1. Prepare a detailed estimate of revenues and expenditures for the succeeding year, covering the activities approved by the conference.

Consult with current bridge officers regarding anticipated departmental funding needs.
2. Review the expenditures during the year and enforce, through the treasurer, all rules which have been set up by the conferences for the handling of expenditures of the departments within the district.
3. Turn over to his successor all files, records, reports, communications and documents of the district.

Note: The budget committee and finance committee may be combined. Refer to your district bylaws.

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Revised: 09/7/11

Department: Treasurer
Job Title: Property Officer
Reports To: Treasurer
Rank: District Lieutenant

GENERAL

The property officer maintains a current listing of the district property showing the location, the date procured and the condition and any other pertinent information relative thereto.

RESPONSIBILITIES

1. Have physical custody of all of the district's property under the cognizance of the treasurer.
2. Provide a copy of the inventory listing to the treasurer upon request.

Items to be inventoried include, but are not limited to: films, projectors, slides, flags, teaching aids (not handled by the DEO or ADEO) and awards.
3. Report to the council and conference on the condition and location of the district assets upon request.
4. Turn over to his successor all files, reports, records, property, communications and documents of the district.

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Department: General Committee
Job Title: Chairman Auditing Committee
Reports To: Conference
Rank: District Lieutenant

GENERAL

The chairman of the auditing committee and committee members audit the treasurer's records and verify the financial status of the district. The chairman presents a report of the audit at the spring or fall (refer to your district bylaws) conference before the treasurer's report is accepted.

RESPONSIBILITIES

1. Examine all records of the treasurer, reconciling checking and savings accounts, as well as inspecting all journal entries and treasurer reports.

An audit should be conducted once annually, or in the event of a change of treasurer and in accordance with generally accepted accounting methods. A suggested audit procedure is described in the USPS Operations Manual, Section 4.56 and 7.26.

2. Make recommendations to the treasurer as to good bookkeeping practices as applicable.
3. Render a report and submit a signed, written audit report to the conference for approval.
4. Prepare an annual committee budget and submit to the budget committee.
5. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: General Committee
Job Title: Chairman Nominating Committee
Reports To: Conference
Rank: District Lieutenant

GENERAL

The chairman of the nominating committee and the committee members select a slate of officers and all other elected district positions.

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing affairs of the district.
2. Abide by the district bylaws.
3. Consider the views of all squadrons.
4. Consult the records of the personnel committee to locate and/or confirm capable members to the various offices.
5. Solicit recommendations from the commander, the bridge officers, past D/C's and other members who may have knowledge of a capable individual who may otherwise go unnoticed.
6. Counsel potential nominees on their future job descriptions, district traditions and proper decorum in office.
7. Mail or deliver the report of the committee to the secretary no less than forty-five (45) days prior to the spring conference.
8. Prepare an annual committee budget and submit to the budget committee.
9. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: General Committee *
Job Title: Chairman Planning Committee
Reports To: Conference
Rank: District Lieutenant

GENERAL

The chairman of the planning committee makes recommendations in a timely manner in response to queries referred by the commander (D/C), conference or the council and makes recommendations on the committee's own initiative of proposed changes of any kind for the good of the district.

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. Review resolutions from squadrons and submit a report and/or recommendation prior to any vote on the resolution by the conference.
3. Prepare an annual committee budget and submit to the budget committee.
4. Turn over to his successor all files, records, reports, communications and documents of the district.

* This committee may be a standing committee; check your district bylaws.

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Department: General Committee
Job Title: Chairman Rules Committee
Reports To: Conference
Rank: District Lieutenant

GENERAL

The chairman of the rules committee ensures that the district adheres to the USPS bylaws, USPS policy and district bylaws.

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. Attend council and conference meetings and be available to interpret any rules or bylaws in question.
3. Advise the commander and act in an advisory capacity to the squadrons.
4. Keep up-to-date with the latest model bylaws for districts of USPS and prepare recommendations, as necessary, to keep the district bylaws consistent with the policy and authority of USPS.
5. Prepare proposed wording for amendments or new bylaws as may be directed by the conference or by the council and refer such to the law officer for his review prior to submission.
6. Prepare an annual committee budget and submit to the budget committee.
7. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Standing Committees
Job Title: Educational Fund Representative
Reports To: Council
Rank: District Lieutenant

GENERAL

The educational fund representative keeps members informed on the progress of the Educational Fund and encourage gifts and memorials to the fund.

RESPONSIBILITIES

1. Serve as liaison with the squadron Educational Fund representatives.
2. Present award certificates as applicable at district meetings.
3. Prepare article(s) for publication in the newsletter
4. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Standing Committees
Job Title: Chairman Finance Committee
Reports To: Council
Rank: District Lieutenant

GENERAL

The chairman of the finance committee works in cooperation with the treasurer's department, reviews the recommendations of the budget committee and recommends the annual budget to the conference.

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. Understand and work within the line of demarcation between the finance committee, which is for planning and checking, the treasurer's department for administration, the budget committee for budget planning and control and the auditing committee for review.
3. Recommend the budget including the proposed dues and/or assessments for the coming year to the council prior to the fall conference.

After council's approval for recommendation to the conference, present the budget to the fall conference with recommendation for adoption.

4. Process all requests for financial appropriations from the budget committee.
5. Prepare an annual committee budget and submit to the budget committee.
6. Turn over to his successor all files, records, reports, communications and documents of the district.

Note: The budget committee and finance committee may be combined. Refer to your district bylaws.

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Department: Standing Committees
Job Title: Law Officer
Reports To: Council
Rank: District Lieutenant

GENERAL

The law officer acts as legal counsel to the commander and council, supervises hearings held upon disciplinary charges, and establishes and maintains liaison with the national and squadron law officers. He is *ex officio* a member of the staff of the national law officer.

RESPONSIBILITIES

1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. The law officer should be a lawyer and a member of the bar of the state in which the district is located.

An assistant law officer(s) should be appointed who is licensed in other states of the district in which squadrons are located.

3. Before the law officer takes action on any matter involving USPS or any of its districts or squadrons or members, he must contact the chief commander and the national law officer. This referral is mandatory and imperative.
4. Render legal advice and counsel to the chairman of the rules committee upon request.
5. Turn over to his successor all files, records, reports, communications and documents of the district.

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Department: Standing Committees
Job Title: Chairman Personnel Committee
Reports To: Council
Rank: District Lieutenant

GENERAL

The personnel committee chairman maintains an inventory of the skills and interests of members to make appropriate recommendations for use by the commander (D/C), department heads, and chairmen of committees looking for talent to fill available district offices and positions.

RESPONSIBILITIES

1. Survey/solicit information from the members regarding their skills and interests and maintain files with that information, updating as necessary.
2. Provide recommendations to the D/C, other bridge officers, committee chairmen and/or nominating committee for qualified and interested members to fill available positions as requested.
3. Plan suitable recognition of individuals or organizations which the district wishes to recognize.

Recognition may be letters, plaques, flags or certificates.
Recognition should be carefully considered for it is embarrassing to honor one and neglect others.

4. Prepare an annual committee budget and submit to the budget committee.
5. Turn over to his successor all files, records, reports, communications and documents of the district.

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Appendix A – Glossary of Acronyms

From the Operations Manual, Chapter 14:

“...Use of the slash in most USPS abbreviations is not necessary, with the exception of expressions of ranks, e.g. P/C/C. A slash may be inserted in other combinations to clarify meaning, e.g. ChNomCom should be CH/NOM/COM when using all upper case text. With the exception of ranks and grades, these abbreviations should be used with restraint and be restricted to internal correspondence and documents where the context makes their meaning clear.”

Acronym	Definition
AAO	Assistant Administrative Officer
AG	Advanced Grades
AM	Annual Meeting
AO	Administrative Officer
ASEO	Assistant Educational Officer
Cdr	Commander
ChLB	Chairman Local Boards
Ch	Chairman
Com	Committee
COOP	Cooperative
CPS	Canadian Power Squadron
D/C	District Commander
DAO	District Administrative Officer
DB2000	Data Base 2000, USPS Member Tracking System
DEO	District Educational Officer
DRTO	District Radio Technical Officer
ED	Education
ExCom	Executive Committee
FCC	Federal Communications Commission
GB	Governing Board
HQ	Headquarters (National)
IRS	Internal Revenue Service
LD	Leadership Development
LDCOM	Leadership Development Committee
LDM	Leadership Development Manual
LDP	Leadership Development Program

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NXO	National Executive Officer
NomCom	Nominating Committee
ORG	Organization
OT	Operations Training
OTM	Operations Training Manual
OTP	Operations Training Program
PRO	Public Relations Officer
R/C	Rear Commander
Sec	Secretary
SEO	Squadron Educational Officer
SJG	Squadron Job Guide
SO	Safety Officer
SOP	Standard Operating Procedures
S, Sqdn	Squadron
SRTO	Squadron Radio Technical Officer
Treas	Treasurer
UHF	Ultra High Frequency
USCG	United States Coast Guard
USCGAux	United States Coast Guard Auxiliary
USPS	United States Power Squadrons
V/C	Vice Commander
VHF	Very High Frequency
VSC	Vessel Safety Check
XO	Executive Officer

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Appendix B – Officers Calendar

Month	Action Items	Action
January	Reminders:	
	Monitor spring boating classes and internal classes.	Cdr
	Have editor save 25 - 50 copies of squadron publication for "Parade of Publications" at next USPS AM.	Cdr
	Schedule Operations Training and Leadership Development programs during the year.	Cdr
	Make certain your NomCom has submitted form ED-80 to DEO for approval of SEO and ASEO prior to elections.	Cdr
	If unable to attend AM, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.	Cdr
	Monitor and participate in member reinstatement efforts.	Cdr
	Update boating course schedule on form HQ800 online.	SEO
	Submit boating course ED-27's online when course is completed.	SEO
	Verify squadron membership records and amend as necessary using DB2000.	Sec
	Send invitation and details to chief commander's representative who will attend your spring conference.	D/C
	Follow up with squadron commanders to ensure that nominations for SEO and ASEO are submitted on Form ED-80 prior to squadron elections.	DEO
	Remind SEO's to update HQ800 online.	DEO
	Verify ED-27's for the previous month have been submitted on line.	DEO
Remind all squadrons to schedule Operations Training and Leadership Development programs during the year.	DAO	
February	Events	
	USPS Founders Day	All
	USPS Annual Meeting	All
	Deadlines:	
	OD-2 forms listing new officers for national directory	Cdr
	ED-1 listing local board appointments to DEO	Cdr
	OD-1 Form listing new officers for national directory	D/C
	Notify HQ of dues/assesments for the period of 1 June current year - 31 May next year on form provided.	Treas, DTreas

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Reminders:

Attend USPS AM.	All
Plan attendance and participation at spring conference.	All
Begin preparations and PR for boating classes.	Cdr
Have RulesCom review AM minutes for bylaws changes.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Conduct Leadership Development Program for new Bridge and others.	AO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Prepare agenda for spring conference.	D/C
Verify that squadrons have submitted OD-2 forms to HQ.	D/C
Send report to squadrons on USPS AM.	DEO
Prepare program and awards ceremonies for spring conference.	DEO
Check on ED-1's with incoming squadron commanders.	DEO
Participate in teaching aids judging at USPS AM as assigned.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Arrange for audit of district books prior to spring conference.	DTreas

March

Events

District spring conference

Reminders:

Attend spring conference.	All
Encourage your bridge and other members to attend spring conference.	All
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Conduct Operations Training Program for new bridge and others.	AO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Conduct spring conference.	D/C
Conduct educational activities at spring conference, distribute meeting minutes to NEO, ANEO, SEO's and appropriate R/C's.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO

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Remind SEO's to update HQ800 online.	DEO
When completed, send spring conference minutes to NXO, NEO and N/Sec.	DSec

April

Events

Board of Directors

Reminders:

Begin preparations for Cooperative Charting program and National Safe Boating Week.	Cdr
Ensure Operations Training and Leadership Development programs are scheduled.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Review Operations Manual for information regarding compliance with IRS rules pertaining to Form 990.	Treas
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Remind all squadrons to schedule Operations Training and Leadership Development programs during the year.	DAO

May

Events

National Safe Boating Week

Reminders:

Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Have historian file annual squadron history form 701 with district historian using DB2000.	Sec
Verify squadron membership records and amend as necessary using DB2000.	Sec
Confirm that there is no conflict between your district conferences and GB meeting.	D/C
Remind SEO's to update HQ800 online.	DEO
Verify ED 27's for the previous month have been submitted on line.	DEO

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June

Events

Board of Directors

Reminders:

Make reservations for GB meeting.	All
Have PRO start publicity efforts for fall boating classes.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Schedule fall boating classes and secure facilities.	SEO
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Remind STreas to submit form TR-1 to HQ.	DTreas

July

Deadlines:

Send form 990, 990T and 990-N info to HQ on TR-1 forms provided.	Treas
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Reminders:

Make reservations for GB meeting.	All
Monitor and participate in member reinstatement efforts.	Cdr
If unable to attend GB, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.	Cdr
Conduct Operations Training Program for new members.	AO
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Order materials for fall classes.	SEO
Send nomination for Charles F. Chapman for Excellence in Teaching so that it reaches DEO prior to 15 July.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Send invitation and details to chief commander's representative who will attend your fall conference.	D/C
Contact SEO's about fall boating classes.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO

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August

Reminders:

Monitor and participate in member reinstatement efforts.	Cdr
Check with SEO that all materials for fall classes are on hand.	Cdr
Check on arrangements for teaching aids exhibit at fall conference.	Cdr
Continue to promote fall boating classes.	Cdr
See that members are informed of fall AG, elective course and seminar offerings.	Cdr
If not already started, begin work on merit mark recommendations.	Cdr
If unable to attend GB, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.	Cdr
Give HQ-117 to each squadron delegate attending GB.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Send suggestions for discussion at GB meeting to the DEO handling the DEO Meeting.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Forward recommendations to the chairman of the Committee on Nominations for GB general members.	D/C
If not all ready started, begin work on merit mark recommendations.	D/C
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Send suggestions for discussion at GB meeting to the DEO handling the DEO Meeting.	DEO
Prepare educational program for fall conference. Order awards if necessary.	DEO
Assist D/TA chairman to plan for TA competition at fall conference.	DEO
Prepare for educational activities at fall conference.	DEO
Remind squadrons that deadline for submitting Request for Certificates for OTP and LDP is the end of November to count for annual awards.	DAO

September Events:

Governing Board meeting

Deadlines:

Submit DEO nomination for Chapman Award to HQ.	DEO
Merit Mark packages mailed to district & squadron commanders.	HQ

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Reminders:

Plan to attend fall conference.	All
Report GB actions to all interested.	All
Check progress of fall boating classes.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Conduct Leadership Development Program.	AO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Be sure NomCom is working on slate for next year.	D/C
Check arrangements and prepare agenda for fall conference.	D/C
Report SEO's on GB meeting.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO

October

Events:

CPS Annual General Meeting (USPS bridge attends. All USPS members welcome.)

Reminders:

Attend fall conference.	All
Encourage your bridge and other members to attend fall conference.	Cdr
Merit mark recommendations must be submitted to area monitor by 15 November.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Remind squadron commanders to participate in "Parade of Publications" at USPS AM.	D/C
Merit mark recommendations must be submitted to area monitor by 15 November.	D/C
Conduct educational activities at fall conference. Send minutes to NEO, ANEO, SEO's and appropriate R/C's.	DEO
Assist DTA chairman to get best TA to AM.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO

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November Deadlines:

Merit mark recommendations to V/C	R/C
HQ-229 "National Committee Appointment Recommendations" to V/C	R/C
Merit mark recommendations due at area monitor.	Cdr, D/C
Final fiscal year expense vouchers due.	All
Deadline for submitting Request for Certificates for OTP and LDP.	AO

Reminders:

Finish merit mark recommendations and submit before 15 Nov.	All
Make reservations for USPS AM.	All
Check that PR materials for spring boating classes are on order.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Order materials for spring boating, AG and elective courses.	SEO
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Arrange for audit of books prior to squadron annual meeting.	Treas
Contact SEO's about spring boating classes.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
When completed, send fall conference minutes to NXO, NEO and NSec.	DSec
Finish and submit HQ-229 for committee appointments to V/C.	R/C

December Events:

Board of Directors

Deadlines:

Squadron Outstanding Civic Service Award submission	AO
Submit budget request to appropriate V/C and budget officer.	R/C

Reminders:

Make reservations for USPS AM.	All
Give HQ-117 to each squadron delegate attending AM.	Cdr
Be certain squadron dues for the period 1 June next year - 31 May of the following year have been determined before holidays. This information is due at HQ by 28 February.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO

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Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Check that DNomCom has sent ED-80 form to NEO for approval of next year's DEO and ADEO.	D/C
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Remind SNomComs to submit ED-80 form for approval.	DEO
Send suggestions for discussion at AM to DEO handling the DEO meeting.	DEO

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Appendix C – References

USPS Operations Manual	www.usps.org/national/om/
Squadron Commanders Kit	
Squadron Officers Calendar	www.usps.org/national/ot/
Squadron Officer's Guide ***	http://www.usps.org/x/x.pl/x/x.cgi?natsec/officers.html
Quick Meeting Guide	http://www.usps.org/national/ot/quick_reference_meeting_guide.pdf
Squadron Educational Officers Manual	www.usps.org/national/eddept/misc/edms
Treasurer's Manual	www.usps.org/national/treasurer/
Secretary's Manual	www.usps.org/national/natsec/
Editors Manual	http://www.usps.org/national/commcom/
Operations Training Program	
Leadership Development Program	
Leadership Development Workshop	
"Leading USPS Into the Future"	
"The Young Generation – Generation Why"	www.usps.org/national/ot/

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