AMERICA'S BOATING CLUB
For Boaters, By Boaters™

SQUADRON INTERNAL REVIEW

Each squadron is different and what works for one squadron may or may not work for another. Experience teaches that there are many ways for a squadron to be successful. The list below includes some of those items. Review this form with your Executive Committee to determine which items are relevant to your squadron, and then ignore any non-relevant items. Use this form as an internal review of your squadron's overall strengths and weaknesses. Your progress should be reviewed with the Executive Committee at 4 or 6-month intervals to make the most of this tool.

If you wish help with any problem areas, please contact the Squadron Development Committee. https://www.usps.org/index.php/departments/14000/14850

Squadron Name _____

		Yes	Need To Improve *	Need Help *
	Squadron Management			
1.	**Did the squadron fill each Bridge position without "recycling"?**			
2.	**Is an agenda distributed to the bridge prior to each meeting?**			
3.	**Are the squadron's Bylaws up to date? Model Bylaws**			
4.	Does your squadron have an up to date list of Policies and Practices?			
5.	Are your Policies and Practices reviewed each year?			
6.	Does each Bridge Officer have a squadron manual outlining their duties and containing tools to help with their jobs?			
7.	**Does your Nominating Committee have written operating procedures?**			
8.	**Has each Bridge Officer completed Operations Training in 3? USPS OT website**			
9.	**Has each Bridge Officer attended an Officer Training program? (District or Squadron)**			
10.	Does the squadron have a Planning Committee? National Planning Committee website			
11.	Do you use the Planning Committee for long range planning or brainstorming?			
12.	Are projects assigned to Bridge Officers and Committee Chairs completed?			
13.	Are reports to District and National submitted on time?			
	Squadron Finances			
1.	**Did the squadron develop and implement a realistic budget?**			
2.	Does the squadron have a reserve equaling 2 to 3 times the annual budget or better?			
3.	Does your squadron have an effective renewal program with checks to National and District and membership cards mailed on time?			
4.	Does the squadron have a system of vouchers to track disbursements?			
5.	Does your squadron have a tax-exempt form from your state for squadron purchases?			
6.	Does your Treasurer have the National Treasurer's Manual			
	Meetings			
1.	**Are General Membership Meetings held regularly?**			
2.	Do General Membership Meetings frequently have guest speakers or programs?			
3.	**Do General Membership Meetings have refreshments of some type?**			
4.	**Are General Membership Meetings well attended?**			
5.	**Do General Membership Meetings allow time for members to socialize?**			
6.	**Are Executive Committee meetings held regularly?**			
7.	Is most squadron business conducted at Executive Committee Meetings?			
		Yes	Need To	Need

Squadron Name _____

		Improve *	Help *
8.	Are meetings held in a professional manner i.e. with a written agenda, Roberts Rules?		
9.	Is the USPS Operations Manual used?		
10.	Are Robert's Rules of Order followed?		
	Public Relations		
1.	**Does the squadron have an active public relations program?**		
2.	**Do you advertise the Public Boating Courses?**		
3.	Do you advertise VSC (Vessel Safety Checks)?		
4.	Do you post flyers, hang banners or post notices in another way?		
5.	Do you advertise in the local papers or the cable channel?		
6.	Have you used the resources of the National PR website?		
	Communication IT Resources Free Software		
1.	**Is a squadron newsletter published regularly? USPS Publications Committee**		
2.	**Has a squadron website been created and updated regularly? USPS IT Committee**		
3.	**Is a squadron e-mail list used for communication with members and bridge members?**		
4.	Is a Telephone Committee used for communication with members?		
	Membership and Retention		
1.	Has squadron membership increased moving toward or surpassing our 3% goal?		
2.	Has the squadron retention rate increased moving toward our goal of 85% or more?		
3.	**Has the squadron conducted two or more Boating or Boat Smart Courses?**		
4.	**Have you used the USPS Membership website for ideas?**		
	Education		
1.	Have more members taken an Advanced Grade course than the previous year?		
2.	Have more members taken an Elective Course than the previous year?		
3.	Do you have an Instructor Development program?		
4.	Does the SEO visit all of the classes conducted by your squadron?		
5.	**Have you used the USPS Education Dept Website?**		
	Squadron Activities		
1.	**Does the squadron schedule at least two on-the-water activities each year?**		
2.	Does the squadron have an active Cooperative Charting program?		
3.	**Is the squadron involved in community activities?**		
4.	**Does the squadron hold informal social events (picnics, dinners, etc.).**		
5.	Do at least 35% of squadron members earn a merit mark?		
6.	Do all the committee chairs and officers earn MM? DB2000 Program		
7.	Do at least 5% of the members attend each District Conference?		

* Commander Comments:

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Commander _____ Date _____