

## Peace River Sail & Power Squadron

### Job Description

**Department:** Administrative  
**Job Title:** Administrative Officer (AO)  
**Reports to:** Administrative Officer  
**Rank:** Lieutenant Commander

**Purpose:** As an elected bridge officer, the Administrative Officer (AO) is responsible for the functions described as "internal affairs". He/She should be prepared to give a report at each meeting pertaining to the Administrative Department. He/she should be well acquainted with the Operations Manual.

**Organization:** The Administrative Officer reports to the squadron Commander.

#### Chairperson(s) Duties:

1. The AO Department is composed of the following committees:
  - a. Membership
  - b. Member Involvement
  - c. Boating Activities
  - d. Meetings and Programs
  - e. Dinner Reservations
  - f. Hospitality
  - g. Operations Training / Leadership Development
  - h. Port Captain

The AO is an ex-officio member of all committees of the Administrative Department and is responsible for seeing that they function properly and in agreement with policy and authority of USPS.

2. The AO assists the AAO on Meetings and Programs Committee..
3. The Administrative Officer is responsible for keeping the Assistant Administrative Officer abreast of all matters pertaining to the Administrative Department.
4. As a bridge officer, the Administrative Officer is encouraged to attend all District 22 Council meetings and is expected to attend all Conferences and any other the Commander may assign. It is helpful to attend National Meetings when possible.
5. The Administrative Officer may be assigned additional duties by the Commander to enhance his/her training for eventual progression to Executive Officer and

Squadron Commander. In the absence or incapacity of the Executive Officer and the Commander, he/she would temporarily assume their duties.

6. Maintain complete and accurate inventory of Hospitality Committee supplies and equipment.

7. Provide a report to ExCom each month of activities of the Administrative Department and Committees. An abbreviated report will also be provided at each business meeting of PRSPS.

8. Submit an article each month for publication in the Peace River Pilot of member activities and upcoming opportunities and member involvement opportunities. Ensure timely submission of Administrative Department input (boating activities, social activities, new members, etc) to Peace River Pilot editors (normally no later than 15<sup>th</sup> of each month)

9. These roles and responsibilities are further outlined in the PRSPS Squadron Bylaws, in conformity with USPS Bylaws, and in the PRSPS Squadron Operation Policies

10. Ensure an accurate and complete tracking of hours worked from each committee chair for Merit Marks and turn in MM's in a timely manner to ExO. Due in October.

11. At the end of his/her term, he/she shall turn over to his/her successor all reports, records, communications and documents pertaining to the squadron.

12. The Administrative Officer will work closely with the Assistant AO and mentor them, so they would be able to fill in if the AO is absent, ill, or otherwise unable to fulfill the responsibilities of the position. Records and reports will be maintained for use in the AO's absence and for his successor