

Department: Educational

Job Title: Assistant Educational Officer

Reports To:

Rank:

Educational Officer

First Lieutenant

There may be an Assistant Educational Officer nominated and elected in the same manner as the Educational Officer. The Assistant Educational Officer is neither a member of the Squadron Bridge nor the Executive Committee. He assists the Educational Officer as directed. In the absence, or incapacity, of the Educational Officer he acts in his stead, including voting at any meeting. He should also be acquainted with the USPS Operations Manual and have taken Operations Training within the past four years.

His duties may include, but are not limited to:

1. Compiling information for educational contests, awards, etc.
 2. Must attain and retain Certified Instructor status.
 3. Stand in as an alternate instructor when required.
 4. The Assistant Educational Officer maintains the Squadron Educational Library:
 - a. Books; to include course training material on hand
 - b. Films & Power Point Presentations
 - c. Teaching Aides
 - d. Videos
 - e. CD's
 5. The Assistant Educational Officer is also encouraged to attend all district council meetings, and is expected to attend all district conference meetings.
 6. The Assistant Educational Officer shall, at the end of his term, turn over to his successor all records, communications, and documents pertaining to the squadron.
- It is expected the Assistant Educational Officer will advance to the Educational Officer level.

Department: Administrative

Job Title:

Reports To:

Assistant Administrative Officer

Administrative Officer

Rank: First Lieutenant

The Assistant Administrative Officer is responsible for the functions assigned described as "internal affairs of the squadron". The Assistant Administrative Officer should become well acquainted with the Operations Manual and should have taken the Operations Training course within the past four years. The committees under the Administrative Officer that he may serve on include:

- ☐ Membership
- ☐ Member Involvement
- ☐ Boating Activities
- ☐ Building (if applicable)

- ☐ Meetings and Programs
- ☐ Entertainment
- ☐ Operations Training

The Assistant Administrative Officer may be assigned additional duties by the Squadron Commander to enhance his training for eventual progression. He is expected to move into the Administrative Officer position. In the absence or incapacity of the Administrative Officer, he will temporarily assume the Administrative Officer duties which include voting at the Executive Committee meeting.

The Assistant Administrative Officer is encouraged to attend all district council meetings and is expected to attend all district conferences and any other the Commander may assign. It is helpful to attend National Meetings when possible.

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

He will assist with merit mark compilation, when appropriate, and on a timely basis.

Department: Secretary's

Job Title:

Reports To:

Assistant Secretary

Secretary

Rank: First Lieutenant

An Assistant Secretary may be elected or an Assistant to the Secretary may be appointed to work with the Secretary as required. This person should be capable of assuming the office of Secretary when required and should read and be familiar with the applicable section of the Operations Manual. If the assistant is elected and acting in the Secretary's capacity, the Assistant may vote at Executive Committee meetings.

Department: Treasurer's

Job Title:

Reports To:

Assistant Treasurer

Treasurer

Rank: First Lieutenant

An Assistant Treasurer may be elected or an Assistant to the Treasurer may be appointed to work with the Treasurer as required. This person should be capable of assuming the office of Treasurer when required and should read and be familiar with the section of the Operations Manual pertaining to the Treasurer's functions and responsibilities. If the Assistant is elected and acting in the Treasurer's capacity, the Assistant may vote during Executive Committee meetings.