

Bridge Officer Job Descriptions

www.usps.org/national/ot/

Job Title: Commander

Reports To: Membership

Rank: Commander

In the role as the principal officer of the squadron, the Commander assumes the ultimate responsibility for leadership and management of the squadron as outlined in the Bylaws of the Squadron and USPS.

The Commander is a member of the National Governing Board. Among the duties, but not limited to, are:

1. To read and be familiar with the Operations Manual of USPS;
2. To have completed the Operations Training Program;
3. To preside at all regular and executive committee meetings of the Squadron;
4. To appoint, with the approval of the Executive Committee, a Chaplain, Flag Lieutenant, Aides, and Chairmen for all department committees;
5. To inform all squadron officers and committee chairmen of their duties and review with committee chairmen the activities that will take place in their committee;
6. To serve as an ex-officio member of all squadron committees except as may be provided in the Squadron's Bylaws (usually Nominating, Rules, and Auditing Committees);
7. To attend, as a Bridge Officer, all district council meetings and conferences and to express the desires of the squadron at these meetings as well as inform squadron membership of pertinent information;
8. To attend the National Annual and Governing Board Meetings whenever possible, otherwise, arrange for a proxy to vote for the squadron as well as inform squadron membership of pertinent information;
9. To ensure that the squadron does not become officially and improperly involved in legislative matters whether local, state or national;
10. To participate in all squadron functions;
11. To prepare all reports and answer promptly all correspondence from district and national officers;
12. To conduct all squadron ceremonies in an informed and dignified manner and to ensure that squadron members wear the uniform and insignia correctly;
13. To prepare and submit recommendations for Merit Mark Awards to the area Monitor in a timely manner;
14. To report to The Ensign, "Last Horizon", a member's demise after obtaining permission from the deceased's family; and
15. To pass on to his successor all files concerning squadron business transacted during his term of office.
16. The Commander will provide squadron leadership, act as a role model and coach to the Bridge, Committee Chairmen and membership.
17. The Commander will also assist with the membership recruiting and retention. He will help maintain and improve the squadron's financial standing and participate in development of succession planning strategies.

Bridge Officer Job Descriptions

Department: Executive

Job Title: Executive Officer

Reports To: Commander

Rank: Lieutenant Commander

As an elected Bridge Officer, the Executive Officer is responsible for the functions described as “external affairs”. He should be well acquainted with the Operations Manual and have taken Operations Training within the last four years.

His duties include, but are not limited to:

1. The Executive Officer may be assigned other duties by the Commander but primarily supervises the following committees:
 - a) Boat Show Cooperative Charting
 - b) Liaison Legislative
 - c) Public Relations Radio Technical
 - d) Safety Vessel Safety Check
2. The Executive Officer is a member, ex-officio, of all committees of the Executive Department and is responsible for seeing that they function properly in accordance with the policy and authority of USPS;
3. The Executive Officer answers to the membership and the Commander. In the absence or incapacity of the Commander, the Executive Officer temporarily assumes the duties of the Commander;
4. As a Bridge Officer, the Executive Officer is encouraged to attend all district council meetings and is expected to attend all district conference meetings and any other the Commander may assign. It is also helpful to attend National meetings when possible;
5. He shall, at the end of his term, turn over to his successor all reports, records and communications and documents pertaining to the squadron.
6. The Executive Officer should be able to properly report at meetings, provide leadership, and be prepared to assume the role of Commander. He is responsible for making sure merit mark hours are submitted on a timely basis.

Department: Educational

Job Title: Educational Officer

Reports To: Commander

Rank: Lieutenant Commander

The Educational Officer is elected annually by the members of the squadron upon nomination by the Squadron Nominating Committee and approval by the District Educational Officer acting for the National Educational Officer. He is a member of the District Educational Department, the Squadron Bridge and Squadron Executive Committee. The Educational Officer manages all of the educational activities of the squadron including public boating courses and the educational curriculum of the entire squadron membership. He shall encourage the membership to avail themselves of all the courses offered by the squadron. He should be familiar with Operations Training, Leadership Development and other programs and have taken Operations Training within the past four years. His duties shall include, but are not limited to:

1. Regular reporting to the Executive Committee and the membership regarding the educational activities of the squadron.
2. Must attain and retain Certified Instructor status.

Bridge Officer Job Descriptions

3. Making recommendations to the Commander concerning appointments for an Assistant Educational Officer and Chairmen of Local Boards, Teaching Aids and Supplemental Programs. And provides leadership to these appointees – this includes developing the Assistant Educational Officer to move into the Educational Officer role.
4. Attending, as a bridge officer, district council meetings and conferences.
5. Making monthly contributions to the Squadron Newsletter.
6. Making certain that all participants in the educational activities of the squadron are properly instructed and are qualified to handle their duties.
7. Serving as a member of the District Educational Department and as liaison for all information from and to National and District.
8. Cooperating closely with the Public Relations Officer and Editor in promoting educational activities.
9. Maintaining records needed to supply the Commander with Merit Mark recommendations for all those participating in the squadron educational activities.
10. Holding Educational Department organization and planning meetings.
11. Ensuring that proper USPS examination procedures are followed.
12. Ensuring that all reports and forms are filed correctly and in a timely manner, specifically statistical information to National.
13. Keeping the Assistant Educational Officer abreast of all matters.
14. Passing on to his successor all of his pertinent records and course outlines upon completion of his term of office.

Other Duties and Responsibilities:

1. The Educational Officer primarily supervises, and is an ex-officio member, of all Squadron Educational Committees, such as: Local Board Committees – Boating, Advanced Grades and Elective Courses, Teaching Aids Committee, Supplemental Programs
2. Educational Property Committee
3. As a Bridge Officer, the Educational Officer is encouraged to attend all district council meetings, and is expected to attend all district conference meetings. It is also expected that the Educational Officer will attend National meetings whenever possible.

ADMINISTRATIVE DEPARTMENT

Department: Administrative

Job Title: Administrative Officer

Reports To: Squadron Commander

Rank: Lieutenant Commander

As an elected Bridge Officer, the Administrative Officer is responsible for the functions described as “internal affairs of the squadron”. The Administrative Officer should be well acquainted with the Operations Manual and have taken Operations Training within the past four years. The committees under the Administrative Officer include:

- a) Membership
- b) Member Involvement
- c) Boating Activities
- d) Building (if applicable)
- e) Meetings and Programs
- f) Entertainment
- g) Operations Training

Bridge Officer Job Descriptions

1. The Administrative Officer is a member, ex-officio, 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 Administrative Officer may be assigned additional duties by the Squadron Commander to enhance his training for eventual progression. Among these are the requirements to contribute to the Squadron's Newsletter.
3. The Administrative Officer is responsible for leading the Chairmen in his department and reporting in a professional manner. In the absence or incapacity of the Executive Officer and the Commander, he will temporarily assume their duties.
4. As a Bridge Officer, the 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.
5. The Administrative Officer will track and submit his and his chairmen's merit mark recommendations on a timely basis.
6. At the end of his term, he shall turn over to the successor all reports, records, communications, awards, and documents pertaining to the squadron.
7. If there is an Assistant Administrative Officer, the Administrative Officer will mentor and develop this person to take this Bridge position in the future.

SECRETARY'S DEPARTMENT

Department: Secretary's

Job Title: Secretary

Reports To: Commander

Rank: Lieutenant Commander

As a Bridge Officer, the Secretary is encouraged to attend district council meetings and is expected to attend all district conferences and to read and be familiar with the applicable section of the Operations Manual and should take Operations Training as soon as practical. The Secretary shall:

1. Keep the official squadron log of attendance of General, Executive and Special Meetings.
2. Maintain an up-to-date mailing list for meetings notices and squadron communications.
3. Have custody of the official copy of the Squadron Bylaws and keep it up-to-date.
4. Keep up-to-date Standard Operating Procedures (SOP) and have them revised periodically for deletions or additions to Bylaws. Maintain a file of all documents, records and communications of the squadron.
5. Handle such official correspondence as the Commander designates.
6. Report to the National Secretary on forms provided by headquarters, the names and addresses of newly elected squadron officers;
7. Understand the rules for voting and establish a good working relationship with the Rules Committee Chairman.
8. Accountable for Squadron communications, ie., calling committee, newsletter, email blasts, etc.

Bridge Officer Job Descriptions

9. Cooperate with the Squadron Treasurer in processing information and forms relating to new members, transferring members and reinstatements; and send the list of delegates and alternatives for council meetings and conferences to the District Secretary at the appropriate time
10. Submit merit mark hours on a timely basis.

TREASURER'S DEPARTMENT

Department: Treasurer's

Job Title: Treasurer

Reports To: Commander

Rank: Lieutenant Commander

As a Bridge Officer, the Treasurer is encouraged to attend district council meetings and is expected to attend all district conferences and to read and be familiar with the section of the Operations Manual pertaining to the Treasurer's functions and responsibilities. The Treasurer should take Operations Training as soon as practical. The Treasurer is responsible for accurate financial reports and records for policy guidance for the solvent operation of the squadron. The Treasurer shall:

1. Collect and process all dues from members; transmit proper funds to District and National.
2. Notify the commander of membership non-renewals monthly.
3. Collect and be responsible for all monies payable to the Squadron.
4. Promptly pay all squadron bills which have been approved for payment by proper authority.
5. Promptly deposit squadron funds in a bank approved by proper squadron authority.
6. Keep accurate records of all receipts and expenditures.
7. Advise the Commander/Executive Committee when expenditures are not in conformity with the squadron budget.
8. Give a brief financial report in hard copy at each executive committee and squadron meeting and provide a complete financial report at the Annual Meeting.
9. Ensure the squadron complies with all sales tax requirements when applicable.
10. Work with the Auditing Committee as required.
11. Maintain an up-to-date file of paid-up-members and collaborate with the Secretary in the maintenance of an accurate mailing list and the Roster Committee for an accurate Roster as well as the Newsletter Editor.
12. Submit merit mark hours on a timely basis
13. File appropriate Internal Revenue Service (IRS) 990 form for the squadron as required by IRS and submit TR-1 form to USPS HQ.

GENERAL COMMITTEES

Department: General Committees

Committee Title: Rules Committee

Reports To: Membership

Members of the Rules Committee, usually three to five in number, are elected annually. Although this committee is the guardian of adherence to the USPS Bylaws

Bridge Officer Job Descriptions

and the USPS Policy matters, it does not have the authority to finalize or amend any action pertaining to them. This committee should be acquainted with the Model Bylaws and prepare recommendations where necessary to keep the Squadron Bylaws consistent with the Bylaws of USPS. The Rules Committee should seek counsel of the Law Officer. The Chairman may also be consulted during Executive Committee and General meetings, as necessary. All decisions or actions required to amend Squadron Bylaws may be found in "Model Bylaws for Squadrons of USPS" (*Introduction and Check List for Amending Squadron Bylaws*) available on the National Committee on Rules website.

Duties of this committee include:

1. Keeping Squadron Bylaws up-to-date.
2. Advising the Commander, Executive Committee and General Membership on questions of interpretation of the Bylaws of the Squadron, District and National.
3. Ensuring that the officers and Executive Committee do not inadvertently take actions which are not in accordance with Squadron Bylaws.
4. Have a thorough understanding of the protocols surrounding elections and voting.
5. Maintaining a master copy of the Bylaws of the Squadron, District and National.
6. Assisting the Commander in resolving disciplinary matters involving individuals in the Squadron.

Department: General Committees

Committee Title: Auditing Committee

Reports To: Membership

The Auditing Committee shall consist of not less than three members, one of whom is elected each year. Members with an Accounting/Finance or MBA background are particularly desirable for service on this committee. Reference the Operations Manual.

The Auditing Committee shall:

1. Examine all records of the Treasurer, and reconcile checking and savings or investment accounts.
2. Inspect all journal entries (both manual and / or electronic) and Treasurer's reports of/for the squadron.
3. Conduct audits of records as required as well as a total audit if a change of Treasurers occurs between regular audits, or when requested by the Executive Committee.
4. Conduct annual audits of Squadron Property and insurance coverage.
5. Make recommendations to the Treasurer regarding good bookkeeping procedures;
6. Prepare a written annual audit report to be submitted to the membership in accordance with your Squadron Bylaws.

Department: General Committees

Committee Title: Nominating Committee

Reports To: Membership

The Nominating Committee is an extremely important committee responsible for

Bridge Officer Job Descriptions

screening members who are willing to serve as officers or on elected committees. Very careful selection of members of the Nominating Committee should take place and are approved by the membership. The number of nominees for service on the Nominating Committee should exceed the number of vacancies to fill or allow the members choices in voting. Usually three members will serve on this committee with one member elected each year for a term of not more than three so as to maintain continuity. A balance of Past Commanders is desirable for service on the Nominating Committee because of their prior experience with various officers and committees. It is incumbent upon members of the Nominating Committee to attend as many squadron meetings and functions as possible in order to observe and evaluate potential nominees for squadron offices and elected committees. This is a year-round job and should not be conducted in secrecy. Members of the Nominating Committee should be consistently looking for potential candidates to fill immediate positions and future situations as well. The Squadron Job Description Manual can be a very useful tool/guide.

Nominating Committee work, interviews and evaluations of individual squadron members, should be held in strict confidence within the committee. Input from the Commander should be sought in evaluating Bridge Members for advancement as well as considering members for service on the Bridge or for other elected positions. Prospective nominees for Educational Officer and Assistant Educational Officer must be approved by the District Educational Officer, using Forms ED 80/81, before these individuals are nominated or published in the squadron publication. Since both forms must be in the hands of the District Educational Officer 60 days prior to the election, the Chairman of the Nominating Committee should make sure that completed forms are forwarded to the District Educational Officer well in advance of the 60 days. Both forms are included in the Commander's kit at the time of taking office.

All potential nominees should agree, in advance of the slate publication, to serve if elected. Also, potential nominees should be counseled regarding respect for squadron traditions and proper decorum. Notification of the squadron slate should be provided to the Secretary at least forty days prior to the election meeting and published in the Newsletter in accordance with the time limits set in the Squadron Bylaws.