

District Job Descriptions

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.
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).
8. Review the services and work of each squadron commander of the district and, where warranted, recommend each for a merit mark.
9. 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

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record for the succeeding D/C for services contributed by members from 1 January to the change of watch.

10. Understand duties and responsibilities as a member of the GB and coordinate the reporting activities of bridge officers and general members of the GB.
11. Attend USPS annual and GB meetings including the D/C DXO meeting.
12. 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.
13. 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.
14. Understand the preparation of all required USPS reports at district and squadron levels.
15. 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
16. 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.
17. 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.
18. Take appropriate actions with squadron commanders to secure membership retention.
19. Prepare article(s) for publication in the newsletter.
20. Host social events.
21. Prepare an annual department budget and submit it to the budget committee
22. Prepare a written report at the end of the watch year or semiannually between conferences in such detail as requested by the NXO.
23. 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.

District Job Descriptions

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.
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.

District Job Descriptions

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.
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.

District Job Descriptions

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.
1. Attend the regularly scheduled meetings in conducting the ongoing business affairs of the district.
2. Attend as many USPS annual and governing board meetings as possible including: Meetings of the National Administrative Department.
3. Coordinate the scheduling of each conference between the council and the host squadron(s).
4. Prepare, in consultation with the D/C and the DEO, the program(s) for each conference.
5. Prepare article(s) for publication in the district newsletter
6. Prepare an annual department budget and submit to the budget committee.
7. Conduct ceremonies in connection with the installation of new squadron officers at the request of or in the absence of the D/C.
8. 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.
9. Turn over to his successor all files, records, reports, communications and documents of the district.

District Job Descriptions

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
6. national secretary (NSec).
7. Request/receive written certification from squadron commanders for delegates to the conferences
8. Formulate for the D/C's approval, and thereafter distribute, the agenda of council and conference meetings.(This task may be completed by the flag lieutenant.)
9. Maintain custody of the official copy of the district bylaws and keep it updated.
10. Maintain a file of all documents, records and communications of the district.
11. 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.
12. Distribute copies of all council and conference minutes to the NXO, NEO and NSec.
13. 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).
14. Send notice of the approval by the ComRules to all members of the council and the squadron secretaries.

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15. 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.
16. Attend as many USPS annual and governing board meetings as possible, the District/Squadron Officers & General Members meeting.
17. Prepare article(s) for publication in the newsletter
18. Prepare an annual department budget and submit to the budget committee.
19. Conduct ceremonies in connection with the installation of new squadron officers at the request of or in the absence of the D/C.
20. 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. Turn over to his successor all files, records, reports, communications and documents of the district.

District Job Descriptions

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.
- TheDTreas 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
11. to the budget committee for consideration in planning the future year's budget.
10. Give a brief financial report at each council meeting and a complete financial statement at each conference.
11. Ensure that squadron treasurers comply with all sales tax requirements where applicable.
12. File the appropriate Internal Revenue Service (IRS) 990 form for the district as required by IRS and submit TR-1 form to USPS HQ.
13. Ensure that all squadrons file their IRS forms as required by IRS.
14. Ensure that all squadrons submit TR-1 forms to USPS HQ.
15. 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.