

Selections from the Operations Manual

www.usps.org/national/om/html/download.htm Operations Manual Website (see Site Index)

These excerpts provide a summary of the detail contained in the various sections of the Operations Manual. There are whole sections for the National and District levels. There are also manuals for the Secretary and Treasurer. These compilations provide a backdrop of all of the Officer's duties and responsibilities. Although there is a lot to absorb, here's the 'short form.' The URL is above and you can browse through your entire role at your leisure. It's important each Bridge member understand the role of the others on our team. If you have not yet taken Operations Training, we should be scheduling it soon. (As you will remember from the job descriptions, it falls under the heading of the Administrative Officer.) And all officers should take it every four or five years.

5.1 Role of the commander. The principal officer of each squadron of USPS is the commander (Cdr) who is elected by the active members of the squadron. The commander presides at all meetings of the squadron, including executive committee meetings, and must be fully acquainted with all the activities and operations of the squadron. While the commander is assisted by a staff of officers, committees and educational boards, he is responsible for the success of squadron administration. He is *ex officio* a member of all squadron departments and committees except as provided in the squadron's bylaws. Most commanders have a number of years of squadron experience and are acquainted with many squadron procedures. Careful attention to seemingly minor details of squadron operations is essential to a healthy and progressive squadron. Commanders are urged to study the sections which follow and to apply these principles and procedures to their own squadron whenever possible. The welfare of a squadron is affected by the personality of its commander, who represents the squadron both nationally and in the district. Great care should be exercised in the choice of this officer. A commander should not be chosen solely on the basis of a pleasing personality. The commander must have the time and motivation to carry out the important duties of the office. Nothing can cripple a squadron so effectively as a commander who does not attend meetings and does not have sufficient time for the many duties. In order to be sure of the qualifications of a person to serve as commander, it is desirable to choose from among those who have served as officers of the squadron and whose effectiveness in administration posts has been proven. In most squadrons, it is a general practice to elect as commander the executive officer of the previous administration. While serving as executive officer, he has had an opportunity to learn and observe the duties and responsibilities of a commander. It is a responsibility of the commander to consult and discuss matters with the executive officer in preparation for becoming a commander. Likewise, the Administrative Officer should be in training to be Executive Officer and thus Commander in time.

Officers. The commander is assisted by an executive officer, an educational officer, an administrative officer, a secretary and a treasurer, each of whom serves with the rank of lieutenant commander (Lt/C). Together this group is the **squadron bridge**. An assistant educational officer, assistant administrative officer, assistant secretary and assistant treasurer, if authorized, serve with the rank of first lieutenant (1/Lt or 1st/Lt); officers appointed by the commander serve with the rank of lieutenant (Lt).

5.15 Executive officer (XO). The duties of the executive officer parallel those of the national and district executive officers. They may be assigned various other duties as well. Some of the duties are listed in the national, district and squadron organizational charts relating specifically to those committees handling the external affairs of the squadron. As outlined in Chapter 7, the executive officer should be assigned the supervision of those committees similarly assigned to the national and district executive officers. In most

Selections from the Operations Manual

squadrons, the officers usually advance from executive officer to commander. While such practice would be workable written rigidly into the bylaws, it is generally considered to be in order unless the executive officer has failed to meet the qualifications required for commander. The executive officer should be one who is considered a good candidate for being commander. He (or she) should be of a temperament which will make him a willing and conscientious right-hand deputy to the commander. He should have initiative and executive ability. As supervisor of those committees coming within his jurisdiction, he shall also act as liaison, through the commander, with the district executive officer.

5.16 Educational officer. Each squadron is to have a squadron educational officer (SEO), who supervises the educational program of the squadron as directed in Chapter 6.

5.17 Assistant SEO. If authorized by the squadron bylaws, there may also be an assistant squadron educational officer (ASEO) to assist the SEO as directed in Chapter 6.

5.18 Administrative officer. The duties of the administrative officer (AO) parallel those of the national and district officers. In general, his administration department handles internal affairs of the squadron. Because the administrative officer may progress to executive officer and to commander, great care should be taken by the nominating committee in the qualifications and selection of a nominee for this office. He is next in line in command in the event of absence or incapacity of the commander and the executive officer. As in the case of the executive officer, it is desirable to assign definite duties and responsibilities to the administrative officer to provide the background and experience that will make a good executive officer and commander.

5.19 Secretary. The duties of the secretary (Secy) are referred to in USPS Bylaws and are outlined in detail in squadron bylaws. Additional duties of the secretary have developed as a result of need. The squadron secretary is responsible for the following, as established by national headquarters:

- A. Completes squadron officers report (form OD-2) provided by headquarters for the names and addresses of newly elected squadron officers for the *Directory of National, District and Squadron Officers*;
- B. Forwards changes of addresses, resignation and deaths (form HQ-102) to headquarters;
- C. Sends transfers, as approved (form HQ-110);
- D. Submits reinstatements, with check for current year's USPS dues and assessments, if any as required;
- E. Requests replacement of lost certificates, with check for the correct amount, with a letter of transmittal
- F. Orders membership pins and other miscellaneous items as required;
- G. Information and advice on matters not covered in the *Operations Manual*;
- H. Turns over to his successor all minutes, files, directories and *Operations Manual* referred to in USPS Bylaws and squadron bylaws.

5.36 The duties of the squadron treasurer are referred to in USPS Bylaws and squadron bylaws. The treasurer should study these sources. The payment of bills and recording of amounts are his responsibility. Squadrons must adhere to the practice that only the squadron treasurer is authorized to make remittances to headquarters. Members' checks should be deposited to the squadron account. Checks for the total amount due should be sent to headquarters by first class mail. They are not to be included in packages, exams, etcetera. Although some duties may not be specified in USPS Bylaws or squadron bylaws, there may be others that have become customary. The following several subjects are given as a suggested list for the treasurer.

- A. Bank.
- B. Bond.

Selections from the Operations Manual

- C. Insurance
- D. Budget.
- E. Receipts
- F. Disbursement
- G. Records
- H. Meeting reports
- I. Dues
- J. Woman's certificate holders
- K. Report to the secretary
- L. Delinquent members
- M. Entrance fee
- N. Apprentice program
- O. Membership cards
- P. Replacement of membership certificate
- Q. National dues and fees are set each year

.