

UNITED STATES POWER SQUADRON®

SAIL AND POWER BOATING

America's Boating Club



PHOENIX SAIL AND POWER SQUADRON, Inc.

JOB DESCRIPTIONS

**ELECTED AND APPOINTED OFFICERS
COMMITTEE CHAIRS**

October 2011

FOREWORD

These Job Descriptions are designed to help a member who is assuming a service assignment with which they may not be familiar. The descriptions may also provide a guide for all Bridge Officers, the Squadron Nominating Committee when interviewing and/or evaluating a potential nominee. This Manual is the property of the squadron to be used where needed. The Squadron Chairman of Operations Training should keep it up to date and promote its use.

The descriptions presented here are of a general nature; they may be added to or extended as Squadron requirements as circumstances warrant.

Revisions

August 2009 Added a current list of members holding positions in the squadron. Replaced the Cooperative Charting committee with the Environmental committee. Updated the Squadron Database Manager, Electronic Mailing List Administrator, and Webmaster.job descriptions.

March 2011 Harmonized the job descriptions with that of the National Leadership Development Committee's "Squadron Job Guide", dated 9 September 2009. Deleted Entertainment Committee. Deleted the Electronic Mailing List Administrator description and replaced it with the SailAngle Moderator description.

TABLE OF CONTENTS

| | |
|--|-----------|
| Squadron Officers and Committees..... | 1 |
| Commander..... | 4 |
| Chaplin..... | 6 |
| Flag Lieutenant..... | 7 |
| Aides..... | 8 |
| Merit Mark Committee..... | 9 |
| Port Captains..... | 10 |
| Executive Officer..... | 11 |
| Boat Show Chairman..... | 12 |
| Environmental..... | 13 |
| Liaison Officer..... | 14 |
| Legislative Officer..... | 15 |
| Public Relations Officer..... | 16 |
| Radio Technical Officer..... | 17 |
| Safety Officer..... | 18 |
| Vessel Safety Check Chairman..... | 19 |
| District Conference Chairman..... | 20 |
| Awards Chairman..... | 21 |
| Squadron Educational Officer..... | 22 |
| Asst. SEO..... | 24 |
| Chairmen of Local Boards..... | 25 |
| Class Chairman..... | 26 |
| Chairman of the Teaching Aids Committee..... | 27 |
| Supplemental Programs Chairman..... | 28 |
| Educational Property Chairman..... | 29 |
| Administrative Officer..... | 30 |
| Assistant Administrative Officer..... | 31 |
| Membership Chairman..... | 32 |
| Member Involvement Chairman..... | 33 |
| Boating Activities Chairman..... | 34 |
| Meetings and Program Chairman..... | 35 |
| Operations Training Chairman..... | 36 |
| Leadership Development Chairman..... | 37 |
| Squadron Secretary..... | 38 |
| Assistant Secretary..... | 39 |
| Squadron Historian..... | 40 |
| Squadron Newsletter Editor/Publisher..... | 41 |
| Photographer..... | 42 |
| The Ensign Correspondent..... | 43 |
| Information Technology Committee..... | 44 |
| Squadron Database Manager..... | 45 |
| SailAngle Group Moderator..... | 46 |
| Webmaster..... | 47 |
| Squadron Treasurer..... | 48 |
| Assistant Treasurer..... | 49 |
| Supply Officer..... | 50 |
| Property Officer..... | 51 |
| USPS Educational Fund Committee..... | 52 |

| | |
|-----------------------------------|-----------|
| Executive Committee | 53 |
| Standing Committees | 54 |
| Budget and Finance Committee..... | 54 |
| Personnel Committee..... | 55 |
| Planning Committee..... | 56 |
| Housing Committee..... | 57 |
| General Committees | 58 |
| Nominating Committee..... | 58 |
| Audit Committee..... | 59 |
| Rules Committee..... | 60 |
| Law Officer..... | 61 |

2011-2012 Officers and Committees

| | | |
|--|-----------------|------------------------------|
| Law Officer | | D/Lt Robert E. Hurley, AP |
| Policy and Procedures | Chair | Cdr Chris Lockyer-Bratton, S |
| Port Captain Arizona Lakes | | Lt Rose M. Werner, P |
| | | P/D/C Lee Whitehead, SN |
| Port Captain Colorado River/Lakes | | P/C Ron D. Werner, SN |
| Port Captain Mexico | | P/D/C Paul H. Schoonover, SN |
| Bridge Officers & Assistants | | |
| Commander | | Cdr Chris Lockyer-Bratton, S |
| Executive Officer | | Lt/C Joel G. Lieberman, AP |
| Educational Officer | | Lt/C Joseph W. Warren, JN |
| Administrative Officer | | Lt/C Dan R. Sheen, S |
| Secretary | | Lt/C Janice K. Park, AP |
| Treasurer | | Lt/C Jackie Wanta, S |
| Assistant Educational Officer | | P/D/C Chuck Peterson, SN |
| Flag Lieutenant | | P/D/C Bill Johnson, SN |
| Executive Committee Members | | |
| | Official Member | Lt Danny L. Friend, P |
| | Official Member | P/D/C Lee Whitehead, SN |
| | Official Member | P/C John J. Lusson, SN |
| | Official Member | Lt Robert L. Anderson Jr., P |
| Committees/Individuals reporting to the Executive Officer | | |
| Boat Show Committee | Chair | P/D/C Chuck Peterson, SN |
| Public Relations Committee | Chair | Lt June Ventzos |
| Radio Technical Committee | Chair | P/R/C Bob Schloeman, JN |
| Boating Safety Committee | Chair | P/C Ron D. Werner, SN |
| Vessel Safety Check Committee | Chair | P/C Ron D. Werner, SN |
| Liaison - AZ Game & Fish | | Cdr Chris Lockyer-Bratton, S |
| Liaison - USCG Aux | | P/C Ron D. Werner, SN |
| Environmental Green Team | Chair | Lt Rose M. Werner, P |
| AZ Safe Boating Celebration | Chair | Cdr Chris Lockyer-Bratton, S |
| Change of Watch | Co-Chair | Cdr Chris Lockyer-Bratton, S |
| | Co-Chair | Lt/C Joel G. Lieberman, AP |
| Committees/Individuals reporting to the Educational Officer | | |
| BPECom Public Education Committee | Chair | Lt Robert L. Anderson Jr., P |
| Advanced Grades | Chair | P/D/C Chuck Peterson, SN |
| Elective Grades | Chair | P/C Ron D. Werner, SN |

2011-2012 Officers and Committees

| Committees/Individuals reporting to the Administrative Officer | | |
|---|-----------------|-------------------------------|
| Boating Activities Committee | Chair | Lt/C Dan R. Sheen, S |
| Meetings & Programs Committee | Chair | Lt/C Dan R. Sheen, S |
| Member Involvement Committee | Chair | Kimberly H. Sheen, S |
| Membership Committee | Chair | P/D/C Bill Johnson, SN |
| Aide to Administrative Officer | Assistant | P/D/C Chuck Peterson, SN |
| Operations Training | Chair | Lt/C Dan R. Sheen, S |
| Calling Committee | Chair | P/D/C Chuck Peterson, SN |
| P/C BBQ | Chair | P/C David R. Allocco, SN |
| Stink Pot Cruise | Co-Chair | P/D/C Bill Johnson, SN |
| | Co-Chair | P/C Ron D. Werner, SN |
| Lynx Lake Rendezvous | Co-Chair | BJ Wojcik, P |
| | Co-Chair | Ed Wojcik, P |
| Lake Pleasant Soak & Sweat | Chair | Chuck Davis, P |
| Christmas Party | Chair | Lt/C Dan R. Sheen, S |
| Santa Cruise | Chair | Cdr Chris Lockyer-Bratton, S |
| Snow Cruise | Chair | Lt/C Joseph W. Warren, JN |
| Lake Powell Rendezvous - Fall | Chair | P/Lt/C Art Ashton, JN |
| Lake Powell Rendezvous - Summer | Chair | P/Lt/C Art Ashton, JN |
| D/28 Colorado River Rendezvous | Chair | P/D/C Bill Johnson, SN |
| Off Shore Cruise | Chair | P/C Tim Harrington, SN |
| Gloriatta Bay Raftup | Chair | P/C Tim Harrington, SN |
| Rocky Point Rendezvous | Chair | P/D/C Paul H. Schoonover, SN |
| Catalina Island Cruise | Chair | P/D/C Frank T. Fitzgerald, AP |
| Committees/Individuals reporting to the Secretary | | |
| Information Technology Committee | Chair | P/R/C Bob Schloeman, JN |
| Historian | | P/D/C Bill Johnson, SN |
| Roster Committee | Chair | P/R/C Bob Schloeman, JN |
| Website Committee | Chair | P/R/C Bob Schloeman, JN |
| THE ENSIGN Correspondent | | P/D/C Lee Whitehead, SN |
| Public Contact | | Cdr Chris Lockyer-Bratton, S |
| Photographer | | Lt Rose M. Werner, P |
| Newsletter Editor | | P/D/C Lee Whitehead, SN |
| Directory | | Lt/C Joseph W. Warren, JN |
| | | P/R/C Bob Schloeman, JN |
| SailAngle Moderators | Official Member | Cdr Chris Lockyer-Bratton, S |
| | Official Member | Lt/C Janice K. Park, AP |

2011-2012 Officers and Committees

| | | |
|--|-----------------|-------------------------------|
| | Official Member | P/R/C Bob Schloeman, JN |
| Committees/Individuals reporting to the Treasurer | | |
| Property Committee | Chair | Lt/C Janice K. Park, AP |
| Ships Store | Chair | Lt/C Janice K. Park, AP |
| General Committees | | |
| Auditing Committee | Chair | P/Lt/C Art Ashton, JN |
| | 2 Year Member | D/C Connie Johnson, SN |
| Nominating Committee | Chair | P/D/C Bill Johnson, SN |
| | 2 Year Member | P/C David R. Allocco, SN |
| Rules Committee | Chair | P/Lt/C Bernie A. Lindgren, JN |
| | 2 Year Member | P/R/C Bob Schloeman, JN |
| Law Officer | | D/Lt Robert E. Hurley, AP |
| Budget and Finance Committee | Chair | Lt/C Jackie Wanta, S |
| | 2 Year Member | P/C Ron D. Werner, SN |

Department: Commander
Job Title: Commander
Reports To: Membership
Rank: Commander

GENERAL: The Commander is the principal officer of the squadron, and assumes the ultimate responsibility for leadership and management of the squadron as outlined in the Bylaws of the Squadron and USPS.

RESPONSIBILITIES: 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 a Chairman 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 committees;
6. To serve as an ex-officio member of all squadron committees except Nominating, Rules, and Audit Committees;
7. To attend, as a bridge officer, all District council and conferences meetings and to express the desires of the squadron at these meetings;
8. To attend the Governing Board Meetings whenever possible; otherwise, arrange for a proxy to vote for the squadron;
9. To insure 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 and submit a contribution to the newsletter editor for each issue.
12. To prepare all reports and answer promptly all correspondence from District and national officers;
13. To conduct all squadron ceremonies in an informed and dignified manner and to insure that squadron members wear the uniform and insignia correctly;
14. To prepare and submit recommendations for Merit Mark Awards to the Area Monitor in a timely manner;
15. To report to the District Executive Officer;
16. To report to The Ensign, "Last Horizon", a member's demise after obtaining Permission from the deceased's family; and
17. To pass on to a successor all files concerning squadron business transacted during a term of office

The Commander will provide squadron leadership, act as a role model and coach to the Bridge, Committee Chairmen and membership. 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.

| | |
|--------------------|-------------------|
| Department: | Commander |
| Job Title: | Chaplain |
| Reports To: | Commander |
| Rank: | Lieutenant |

GENERAL: The Squadron Chaplain shall be the spiritual advisor to the Squadron Membership.

RESPONSIBILITIES The Chaplain shall be responsible for:

1. Pronounce invocations and benedictions at squadron meetings, functions and, at the request of the Commander, other appropriate occasions in an ecumenical manner;
2. Be able to advise and counsel all squadron officers who may wish suggestions about religious ceremonies, prayers and other activities;
3. Ensure that appropriate squadron protocol is achieved pertaining to the squadron's ill or deceased members and their families.
4. Assist visiting USPS member dignitaries, or others, who may need help in locating religious services; and
5. Provide aid and comfort to any member desiring this service.

The Chaplain should be familiar with the Operations Manual pertaining to specific squadron ceremonies such as funerals or wakes. This may include the liaison role with the military or other religious leaders.

Department: Commander
Job Title: Flag Lieutenant
Reports To: Commander
Rank: Flag Lieutenant

GENERAL: The Flag Lieutenant is the selected right hand and personal aide to the Commander

RESPONIBILITIES: Shall include but not limited to:

1. Be fully aware of all duties and scheduled functions that the commander may be required to attend;
2. Work with the Liaison Officer to insure that all honored guests are properly welcomed and escorted;
3. Travel with or for the Commander, if necessary, on squadron business; and
4. Communicate with the Commander, not waiting for the Commander to call.

The Flag Lieutenant will be familiar with the Operations Manual and will have taken Operations Training within the past four years.

| | |
|--------------------|--------------------------|
| Department: | Commander |
| Job Title: | Commander's Aides |
| Reports To: | Commander |
| Rank: | Lieutenant |

The Commander's Aides are a select group of knowledgeable helpers who assist the Commander in any special assignment and shall:

1. Arrange meetings and programs where applicable.
2. Entertain distinguished guests.
3. Conduct surveys and collect information
4. Communicate with the Flag Lieutenant or the Commander for any special assignments to assist with a squadron function.

Department: Commander
Job Title: Merit Mark Chairman
Reports To: Commander
Rank: Lieutenant

GENERAL: The generation of the merit mark report is easily accomplished using the tools available in the USPS DB2000 Squadron Management software.

Obtain the latest squadron roster from the Internet or the squadron database administrator.

The Merit Mark Chairman is responsible for assisting the Commander in preparing Merit Mark recommendations as follows:

1. When directed by the Commander, keep records of members who organize or assist in squadron events, teaching/proctoring and squadron led community service.
2. Keep records of work performed and jobs done by squadron members.
3. In early October, requests information from the Commander and each Department Head regarding members who have worked for their departments.
4. At the direction of the Commander, prepare merit mark recommendations using DB2000.
5. Print out a draft copy of recommendations and give to the Commander for review and approval.
6. Mail or email final copy of merit mark recommendations to the Area Merit Mark Representative after Commander's approval.

The Merit Mark Chairman will have a working understanding of DB2000. It is recommended merit mark hours be tabulated on a monthly basis. The Commander should support the Merit Mark Chairman to obtain merit mark hours from the Bridge and Committee Chairmen.

Department: Commander
Job Title: Port Captains
Reports To: Commander

GENERAL: The primary objective of Port Captains is to serve fellow members of USPS and to be helpful and friendly to all who seek assistance.

RESPONSIBILITIES: Some information the Port Captain should have available, but not limited to, is:

1. Familiarity with the water in the area and warn of hazards to navigation;
2. Location and phone numbers of marinas and mechanics;
3. Knowledge and phone numbers of local doctors and dentists who would be willing to treat a transient when necessary; the transient has to make the decision of who he sees,
4. How to reach an ambulance or rescue squad;
5. Know the time and place of local squadron meeting;
6. Location of quality restaurants and motels in the area and also where to obtain provisions;
7. Location of nearby U.S. Coast Guard Station and Coast Guard Auxiliary;
8. How to reach the local Squadron Commander; and
9. Provide time and places of religious services.
10. The objective is to provide information, reliable advice and comradeship. We aim to make our fellow boater a friend.
11. Any squadron member wishing to serve as a Port Captain should submit a registration via <http://www.usps.org/national/PortC/pcform.html> for inclusion in the national Port Captain's Directory.
12. The Port Captains Directory is located at:
<http://www.usps.org/x/x.pl/x/x.cgi?PortC/member/main.html>
13. Be familiar with the USPS Port Captain's Guide which can be found at:
<http://www.usps.org/x/x.pl/x/x.cgi?PortC/member/main.html>

Department: Executive
Job Title: Executive Officer
Reports To: Commander
Rank: Lieutenant Commander

GENERAL: As an elected bridge officer, the Executive Officer is responsible for the functions described as "external affairs", and should be well acquainted with the Operations Manual and have taken Operations Training within the last four years.

RESPONSIBILITIES: The Executive Officer may be assigned other duties by the Commander but primarily supervises the following committees:

| | | |
|-----------------|---------------|------------------------------|
| Boat Show | Environmental | Cooperative Charting |
| Liaison | Legislative | Public Relations |
| Radio Technical | Safety | District Conference Chairman |
| Awards Chairman | | |

1. 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.
2. The Executive Officer answers to the membership, Executive Committee and the Commander. In the absence or incapacity of the Commander, the Executive Officer temporarily assumes the duties of the Commander.
3. As a bridge officer, the Executive Officer is encouraged to attend all District Council and Conference meetings and any other the Commander may assign. It is also helpful to attend National meetings when possible.
4. The Executive Officer, at the end term, shall turn over to a successor all reports, records and communications and documents pertaining to the squadron.
5. To prepare and submit a contribution to the newsletter editor for each issue

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: Executive
Job Title: Boat Show Chairman
Reports To: Executive Officer
Rank: Lieutenant

GENERAL: The Boat Show Chairman reports to the Executive Officer and leads the Boat Show Committee. The Committee distributes prepared material to present USPS's civic services properly and adequately to the general public at boat shows, fairs and other functions. .

RESPONSIBILITIES: Some of the duties of the Committee are as follows:

1. Work closely with the boat show sponsoring organization.
2. Work closely with the Public Relations Officer.
3. Design and develop new display material, as needed.
4. Supervise the design, structure and display of the squadron booth.
5. Maintain squadron exhibits and all attendant material.
6. Schedule personnel to staff the booth or, if an exhibit is presented by more than one squadron or district, assist as necessary to schedule personnel for it.
7. Recommend that personnel staffing the booth or exhibit wear a USPS blazer or other organizational identifying attire.
8. Keep a complete record of past and present performances and pass this on to the commander and successors.

The Boat Show Committee is solely responsible for the design, storage, and maintenance of all items, including the location and condition of the booth/material. This information should be provided to the Property/Supply Officer. The Boat Show Chairman is responsible for submitting merit mark hours on a timely basis.

Department: Executive
Job Title: Environmental Committee Chairman
Reports To: Executive Officer
Rank: Lieutenant

GENERAL To educate the squadron membership on marine environmental matters and to publicize activities within the squadron and community.

RESPONSIBILITIES: Make use of existing environmental information and group activities.

1. Develop and education program for use in the squadron public education courses using the mariner's Environmental Learning Guide and existing outreach education programs (government agencies, environmental organizations, foundations, etc).
2. Plan and promote squadron activities by posting ideas in the squadron newsletter and on the squadron website.
3. Review possible sources of project grants
4. Include activity reviews at boat shows and for distribution with Vessel Safety Examinations
5. Ensure activities address children, youth & adult groups

| | |
|--------------------|--------------------------|
| Department: | Executive |
| Job Title: | Liaison Officer |
| Reports To: | Executive Officer |
| Rank | Lieutenant |

The Liaison Committee and acts as the liaison with public and Government (Federal, State and Local) agencies and departments except those that are the responsibilities of others, but acts as lead. The duties of this committee are restricted to matters of local concern. The committee will work closely with the National Committee.

RESPONISIBILITIES:

1. The Liaison Officer will develop and maintain good relationships with private Boating Clubs, U.S. Navy, US Coast Guard and it's Auxiliary, Army Corps of Engineers, Game & Fish Department and other state and local services or agencies related or concerned with water-based recreational activities.
2. The Liaison Officer recommends to the Commander the name(s) of possible invitee(s) to any squadron affairs. He then serves as host to invited guests when directed by the Commander.
3. The Liaison Officer should stay in contact with the Public Relations Officer.
4. The Liaison Officer reports to the District Liaison Officer and is a member of the District Liaison Committee.
5. The Liaison Officer is responsible for presentation and retirement of the colors at formal squadron functions.
6. Before contacting the headquarters of a national organization or federal agency, the Liaison Officer must obtain permission from the USPS National Committee responsible for communicating with that organization.

Department: Executive
Job Title: Legislative Officer
Reports To: Executive Officer
Rank: Lieutenant

GENERAL: The Legislative Officer reviews legislative matters, enacted or proposed, affecting boating in the squadron area in order to keep the commander and membership informed.

RESPONSIBILITIES:

1. The Squadron Legislative Officer works with the District Legislative Officer to keep the District and National Committees aware of legislation affecting boating and USPS.
2. While legislation affecting boating may be of interest to USPS or to many members of USPS, taking issue on matters as an organization or as a member USPS can only be done with approval of the Chief Commander.
3. Any member may appear as a private citizen at a hearing at which their desires to testify or to be heard, provided that they DO NOT represent USPS or any of its units. Correspondence is also permitted as a private citizen.
4. Whenever there is any doubt concerning the propriety of action on any legislative matter, the District Legislative Officer MUST be consulted, then National if necessary.

| | |
|--------------------|---------------------------------|
| Department: | Executive |
| Job Title: | Public Relations Officer |
| Reports To: | Executive Officer |
| Rank | Lieutenant |

The Public Relations Officer and his committee's duties may be divided into three parts:

1. Conduct a year round Public Relations program consistent with standards of privacy and public relations exhibited by other bonfide private membership organizations in the community.
2. Publish dates and other information pertaining to the squadron's civic services.
3. Develop Special Promotion plans in connection with major events in the squadron.
4. Work with the Chairmen of Local Boards publicize the time and location of public courses.

This committee handles promotions, media news releases, posters, flyers, paid ads, public events and anything that will enhance the public image and tell the story of USPS and local squadron activities and services.

All activities relating to public relations should be performed by the Public Relations Officer in accordance with programs and guidelines offered by National and District Committees. He should make proper use of all materials made available by the National Marketing and Public Relations Committee and, prior to releasing information to the public, clear all material with the Commander and/or Executive Committee.

The Squadron Public Relations Officer should also work with the Liaison Committee.

The Squadron Public Relations Officer serves as a member of the District Public Relations Committee.

| | |
|--------------------|--------------------------------|
| Department: | Executive |
| Job Title: | Radio Technical Officer |
| Reports To: | Executive Officer |
| Rank | Lieutenant |

The duties of the Radio Technical Officer include but are not limited to:

1. Acts as the focal point in the squadron regarding technical matters and regulations relating to installation and operation of marine electronic equipment, including telecommunications.
2. Establishes liaison with local representatives of the Federal Communications Commission (FCC) and marine electronics and telecommunications organizations, including yacht clubs and marinas licensed as private coast stations.
3. Identifies qualified representatives who could be invited to provide programs at squadron meetings. The chairman of the District Liaison Committee is to be advised of all contacts with outside agencies.
4. Takes an active part in all educational activities of the squadron that contain material relating to marine electronic equipment.
5. Attends, or has a representative attend, meetings of the District Radio Technical Committee.
6. The Radio Technical Officer, in his role as liaison between the District Radio Technical Committee and his squadron, shall be alert for articles on maritime electronics in squadron publications, reports, correspondence and minutes of Radio Technical Committee activities and shall bring them to the attention of the District Chairman and National Chairmen of committees concerned with these issues.
7. The Radio Technical Officer should consult with interested members relative to individual problems or opinions and be prepared to discuss same with the District Radio Technical Officer.
8. The Radio Technical Officer should promote safety afloat by encouraging the members of the squadron to understand the FCC Rules and Regulations and to have knowledge of approved operating procedures for radio equipment of all kinds.
9. The Radio Technical Officer should inspire observation of good manners and customs in obtaining efficient utilization of the radio channels allocated to the marine services.
10. The Radio Technical Officer is a member of the District Radio Technical Committee.

Coordination with the Vessel Safety Check Chairman should provide the 'latest' in electronic equipment knowledge to improve the quality of the vessel safety check process.

| | |
|--------------------|--------------------------|
| Department: | Executive |
| Job Title: | Safety Officer |
| Reports To: | Executive Officer |
| Rank | Lieutenant |

The Safety Officer is selected on the basis of his interest in marine safety and carries on an informative program during the year in class work and during the boating season. The Safety Officer will be expected to communicate with other safety organizations in the vicinity and serves as a member of the District Safety Committee.

The Safety Committee shall cooperate with the Public Relations Committee to prepare ideas and suggestions to bring safety considerations to the attention of the public and membership.

Duties include:

1. Working closely with the educational staff to relate the teaching of certain subjects in their application to the promotion of safe boating.
2. Contributing to the Squadron Newsletter bringing certain topics to the attention of the membership.
3. Being responsible for the distribution of bulletins, posters, safety literature, etc. received from National and District Safety Committees.
4. Originating such safety information as will be applicable to the squadron's area.
5. Maintaining an adequate safety patrol at squadron events, to include rendezvous.
6. Initiating such safety events as will educate and interest the squadron membership.
7. Acting as general chairman of the Annual National Safe Boating Week activities.
8. Making the public aware of safe boating practices all year, thereby performing a civic service.
9. Filing forms as required including Squadron Safety Officer's Report and National Safe Boating Campaign Activities form.

Department: Executive
Job Title: Vessel Safety Check Chairman
Reports To: Executive Officer
Rank: Lieutenant

The primary objective of this chairman is to establish a Vessel Safety Check program in the squadron ensuring members who do the inspections are qualified per National's requirements. Other requirements for the chairman are listed below, but not limited to:

1. To promote and organize the Vessel Safety Check Program activities within the Squadron.
2. To promote the partnership activities required with the local US Coast Guard Auxiliary Flotilla.
3. To ensure the Squadron Vessel Examiners receive the required quantity of Vessel Safety Check Program materials. This includes Decals, 204 forms, and promotional material that may be available.
4. To assist and present seminars regarding the Vessel Safety Check Program.
5. To verify and promote the training program for the Vessel Examiners. Utilize forms required and send to Headquarters with an information copy to the District Chairman.
6. Promote entries and activities in the Program.
7. Provide contributions to the local squadron newsletter.
8. Ensure the quality control in the issuance or non-issuance of decals.
9. To turn over any and all records, reports, communications and files to the Vessel Safety Check chairman successor.

The objective is to provide a public program where vessels are given a safety check to the highest standards set by the U S COAST GUARD. This program is another tool to discuss boating and Boating Courses offered by USPS with the general public.

Compile and report merit mark recommendations on a timely basis. The Chairman should read and be familiar with the Operations Manual and have taken Operations Training in the last four years.

Department: Executive
Job Title: District Conference Chairman
Reports To: Executive Officer
Rank: Lieutenant

GENERAL: This person is appointed by the Commander and should have experience with the policy for District Conferences

RESPONSIBILITIES: Duties are:

1. Assist the Commander in encouraging members to attend District conferences by making announcements at meetings selling the value of the conferences as informative and entertaining affairs, providing promotional copy on District conferences to the squadron newsletter editor well in advance of scheduled conferences and working with the Transportation Chairman in arranging group transportation to a District conference if desired.
2. Coordinate with the Squadron Executive Officer and the Squadron Commander the planning and operation of a District conference when the squadron acts as host squadron.
3. Obtain commitments for suitable lodging, meeting rooms, meal service, and ground transportation for members attending the conference.
4. Direct the activities of various committee chairman involved in putting on the conference.
5. Prepare a Conference Budget (Profit/Loss Statement) for approval by a District Council prior to an upcoming Conference. A typical format for the Profit/Loss Statement may be found in the documents section of the District website
6. Provide suitable publicity information to the District for inclusion in the District newsletter and website at least two months prior to the conference
7. Be sure that financial information regarding a completed conference is forwarded to the Squadron Audit Committee without delay.

| | |
|--------------------|--------------------------|
| Department: | Executive |
| Job Title: | Awards Chairman |
| Reports To: | Executive Officer |
| Rank: | Lieutenant |

GENERAL: The Awards Chairman is appointed by the Commander and accesses information regarding traditional squadron awards and evaluates the need for additional awards.

RESPONIBILITIES:

1. Collects the necessary information to determine the candidates to be considered for awards.
2. After soliciting input from the Squadron Executive Committee, develops recommended guidelines to be followed in selecting recipients for squadron awards.
3. This Chairman maintains records of those members who receive awards.
4. An added responsibility may be to coordinate ordering flags and plaques at the time of Change of Watch.

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.
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 (described below) 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:

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

Educational Property Committee

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.

Department: Educational
Job Title: Assistant Educational Officer
Reports To: Educational Officer
Rank: 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: Educational
Job Title: Chairmen of Local Boards
Reports To: Educational Officer
Rank: Lieutenant

The Local Boards for Boating, Advanced Grades, and Elective Courses are responsible for the squadron instruction and examinations in their respective fields. The chairmen and members are appointed by the Commander upon recommendation and advice of the Educational Officer. Each serves for one year or until a successor has been appointed and qualified. No such person shall continue to serve as Chairman or member whose qualifications are unacceptable to the District Educational Officer or the National Educational Officer. These chairmen need the approval of the District Educational Officer acting in the stead of the National Educational Officer. Local Boards should always be alert to the need for improvements or changes in course material and communicate such information to District and National Educational Departments. Duties of the chairmen include:

1. Work closely with the Educational Officer in recruiting and training all Educational Department personnel, including, but not limited to proctors.
2. Assist the Educational Officer in establishing educational objectives and setting schedules, fees and facility requirements.
3. With the assistance of the Class Chairmen, orders course materials and examinations, and handle the return of any not used. (Only the Commander, Educational Officer, Assistant Educational Officer and Chairmen of Local Boards may order these materials.)
4. Maintain close liaison with the Class Chairmen about all administrative details of operating the classes successfully.
5. Maintain complete and accurate records for all classes conducted in their area and provide the Educational Officer with copies of all reports, statistics and other records.

TITLE: CLASS CHAIRMAN

Department: Educational
Job Title: Class Chairman
Reports To: Educational Officer
Rank: Lieutenant

The Class Chairman, of each respective course, is appointed by the Commander upon the recommendation and advice of the Educational Officer. Each serves for one year, or until a successor has been appointed and qualified. No such person shall continue to serve as Class Chairman whose qualifications are unacceptable to the District Educational Officer or the National Educational Officer.

Essential Duties and Responsibilities:

1. Assists and advises the Chairman of Local Board in the development of class schedules, facility requirements and schedule of fees.
2. With the assistance of the Chairman of Teaching Aids and the various instructors, obtains or develops effective teaching aids for all lectures.
3. Is responsible for the collection, forwarding, and accounting of all money obtained from course fees and the sale of supplies.
4. Advises the Chairman of Local Board and the Educational Officer of any class problems, along with any suggestions for solutions, improvement of course materials, and procedures.
5. Is responsible for seeing that classes are conducted on time, and in an orderly manner, for the review of assigned homework, and the preparation of the class for examination.
6. At the end of his term, turn over to his successor all records, communications, and documents pertaining to the squadron.
7. Turn in merit mark hours in a timely fashion.

TITLE: CHAIRMAN OF THE TEACHING AIDS COMMITTEE

Department: Educational
Job Title: Chairman of Teaching Aids Committee
Reports To: Educational Officer
Rank: Lieutenant

This Chairman and his committee members are appointed by the Commander upon recommendation by the Educational Officer. The Chairman of Teaching Aids Committee is a member of the Educational Department and the District Teaching Aids Committee. His duties include:

1. Responsible for constructing and maintaining teaching aids for the various courses offered by the squadron.
2. Familiarizing all instructors with the teaching aids currently available to them.
3. Arranging to exhibit those teaching aids deemed proper for this purpose at District and National meetings.
4. Ensures the Property Officer has an inventory of teaching aids owned by the squadron.

Department: Educational
Job Title: Supplemental Programs Chairman
Reports To: Educational Officer
Rank: Lieutenant

This committee is responsible for the promotion and teaching of Supplemental Programs which currently include:

Learning Guides

- Boat Insurance
- Compass Adjusting
- GMDSS and Marine Radio, Boatowner's Guide
- GPS
- Introduction to Navigational Astronomy
- Introduction to Sailing
- Knots, Bends and Hitches for Mariners
- Marine Amateur Radio
- Plotting and Labeling Standards
- Predicted Log Guide
- Sight Reduction Methods
- USPS Glossary
- Water Sports

Seminars (As other new courses under the USPS University Program mature they may be included here)

- Advanced Powerboat Handling
- Anchoring
- Basic Coastal Navigation
- Boat Handling under Power
- Boating on Rivers, Locks and Lakes
- How to Use a Chart
- Hurricanes and Boats
- Knots, Bends and Hitches
- Marine RADAR
- Mariner's Compass
- Mastering the Rules of the Road
- Onboard Weather Forecasting
- Paddle Smart
- Partner in Command
- Sail Trim and Rig Tuning
- Trailing Your Boat
- Using GPS
- Using VHF & VHF/DSC Marine Radio

Department: Educational
Job Title: Educational Property Chairman
Reports To: Educational Officer
Rank: Lieutenant

The Chairman and his committee members are appointed by the Commander upon recommendation by the Educational Officer. The Chairman and various members of the Committee are also members of the Educational Department.

Duties of the Chairman include:

1. This Committee is responsible for the dispensing and storing of educational materials, teaching aids, and other property such as overhead projectors, computers, screens, sextants, etc., maintaining an up-to-date listing of the inventory and location of all of the equipment in his care; this inventory will be provided to the Property Officer on a frequent basis.
2. When leaving the Committee, each member must turn over all records, equipment, communications, and documents pertaining to the squadron.

TITLE: ADMINISTRATIVE OFFICER

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:

- Membership
- Member Involvement
- Boating Activities
- Building (if applicable)
- Meetings and Programs
- Entertainment
- Operations Training

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.

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. 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.

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.

The Administrative Officer will track and submit his and his chairmen’s merit mark recommendations on a timely basis.

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

If there is an Assistant Administrative Officer, the Administrative Officer will mentor and develop this person to take this Bridge position in the future.

Department: Administrative
Job Title: Assistant Administrative Officer
Reports To: 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
- 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: Administrative
Job Title: Membership Chairman
Reports To: Administrative Officer
Rank: Lieutenant

The Membership Chairman heads the Membership Committee. This Chairman should be familiar with the Operations Manual and take the Operations Training Program as soon as practical. The committee is concerned with the acquisition of new members. The chairman and committee members have the responsibility to:

1. Interview all candidates.
2. Prepare and complete all forms for membership and subsequent submittal to National.
3. Become familiar with National resources through the website and District/National Meetings
4. Submit membership candidates to the Executive Committee for approval.

The Membership Chairman should work in close harmony with the Squadron Treasurer and Secretary in processing dues and fees to ensure the new members are added to the rolls and mailing list without delay. In addition, this Chairman should work closely with the Membership Involvement Chairman.

The Chairman must keep records and make required reports to the District and National Membership Committees. The Chairman should retain a current copy of the Membership Manual and be very familiar with all types of membership. This Chairman should become familiar with the databases used to track membership records at the National level.

Each squadron member should be considered an active member of the Membership Committee.

Department: Administrative
Job Title: Member Involvement Chairman
Reports To: Administrative Officer
Rank: Lieutenant

The chairman and committee members shall have the primary responsibility of leading the squadron membership in developing and implementing ways of involving all squadron members, new and old of all ages, in squadron activities. This Chairman should be familiar with the Operations Manual and take the Operations Training course as soon as practical.

The Chairman should:

1. Work closely with the Membership, Boating Activities, Educational Department, Meetings and Programs Committee, Personnel Officer and Squadron Bridge Officers.
2. Be generally familiar with the squadron members and should inquire as to the make-up of members' families, including children, their desires and expectations for participation.
3. Have a committee of sufficient size to keep in periodic contact with any and all members who are new or have not been active in squadron affairs.
4. Make arrangements with the Commander, through the Administrative Officer, for the indoctrination of new members through the Orientation Training Program.
5. Provide a communication link between new members or veteran inactive members and the squadron through what-ever means deemed appropriate, including but not limited to:
 - a. Personal visits
 - b. Postcards
 - c. Telephone
 - d. Buddy System
 - e. Mentor Program
 - f. Special meeting/reception for new and inactive members of all ages.
6. Attend district council meetings and conferences to exchange information with other squadrons.
7. Be a member of the District Member Involvement Committee.
8. Maintain records pertaining to membership/renewal/non-renewal. Become familiar with electronic data bases that maintain National records.
9. Compile, report and submit merit marks on a timely basis.

Department: Administrative
Job Title: Boating Activities Chairman
Reports To: Administrative Officer
Rank: Lieutenant

The Boating Activities Chairman and his committee, working under the Administrative Department, should plan day, weekend and longer squadron cruises. Plans should be included in the Squadron Planning Committee Calendar and destinations should be accessible by boat and auto when possible. Publicity through the Public Relations Officer and newsletter should be timely and contain all information regarding the starting point, cruise route, dockage and lodging facilities where applicable, fuel availability, meal arrangements, programs and phone numbers and float plans of each boat of whoever is in charge if there are any questions.

With the approval of the Commander, invitations to District and National Officers, not members of the squadron and other squadrons may be sent out. Activities should be planned in sufficient time to be sent to The Ensign for publication

Many subcommittees should be setup to make cruises successful. These may include but not be limited to:

Dockmaster: Be on hand to make arrangements for dockage and help tie up boats. (Should monitor a VHF/UHF radio watch to direct skippers into the harbor)
To coordinate a cookout, catered affair, restaurant or pass a dish.

Program Committee: To provide games, entertainment, predicted log and navigation contests, fishing events, rafting and sail races and to be sure all age ranges present have suitable activities. Understand the insurance regulations regarding events involving non-members.

Crew and Boat Registration: To check for boat owners who wish to offer accommodations to members who would like same.

Fleet Captain: To set a true course and keep everyone together and ensure a good time. Also to monitor for marine difficulties from any member.

Cooperative Charting: To look for corrections while cruising

The chairman should work closely with Port Captains along the route and at the destination of a cruise. He should submit merit mark hours on a timely basis.

Be familiar with the USPS Cruise and Rendezvous Planning Guide. It can be found at

<http://www.usps.org/x/x.pl/x/x.cgi?boatact/member/guide.html>

Department: Administrative
Job Title: Meetings and Program Chairman
Reports To: Administrative Officer
Rank: Lieutenant

This Chairman and Committee are responsible for arranging meeting places, times, speakers and/or interesting programs for each squadron meeting (see Program Planning Workbook). Sub-committees may include:

- Ticket sales (if a dinner or special event or meeting)
- Reception – guest name tags
- Decorations
- Entertainment
 - Change of Watch
 - Founder's Day
 - Christmas or other Holiday Parties
 - Special Programs
- Transportation

Resources include local film libraries, speakers bureaus, service organizations, travel agencies, government agencies, local historians, and fellow USPS members who may share travel and other experiences. Consider field trips and tours to manufacturing plants, lighthouses, planetariums, marine museums, boatyards, dinner cruises, and the like. Also consider a separate program for younger family and Sea Scout members as well as children/grandchildren or members suitable to their ages and interests.

Well planned interesting programs may be the main justification to attend meetings and could be one of the main motivations for retention.

Department: Administrative
Job Title: Operations Training Chairman
Reports To: Administrative Officer
Rank: Lieutenant

The Chairman or Presenter and their committee should have an in-depth experience within USPS (Squadron, District and National) and should have attended a District or National OT Training course. It is preferable if this Chairman is a Certified Instructor. The Chairman is to educate members and prospective committee chairman with historical, and operational aspects of the Squadron, District and National and should:

1. Present the 12 hour minimum Operations Training Program as provided by the National Leadership Development Committee at least once a year.
2. Present the three hour Leadership Development Course as provided by the National Leadership Development Committee at least once per year.
3. Process proper forms to obtain Operations Training and/or Leadership Development Certificates of Completion.
4. Maintain current copies of the Operations Training and Leadership Development Manuals, Guide to Presenters and all pertinent resources.

The Chairman will usually find it desirable to solicit help from past Commanders, the District Operations Training Chairman, or the National Leadership Development Representative for your District in presenting the program; take into account their experience.

Department: Administrative
Job Title: Leadership Development Chairman
Reports To: Administrative Officer
Rank: Lieutenant

GENERAL: The chairman or presenter should have experience as a leader within USPS or any other organization or be qualified by having taken such a program in industry.

It is essential that the squadron leadership development presenter (LDP) take the LDP from a qualified presenter from District or National. It is also recommended that the operations training program be completed before taking the LDP.

The LDP present workable tools for a practical approach to leadership be it a bridge position, committee chairman or someone interested in becoming one of the aforementioned.

RESPONSIBILITIES: Duties include:

1. Order LDP manuals for each prospective student;
2. Forward the reading portion in advance of the class if possible;
3. Hold a classroom session of approximately 3 hours duration;
4. Obtain certificates of completion by completing form OT-3 and forwarding one copy to headquarters and a second one to the District operations training chairman.

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.
5. Maintain a file of all documents, records and communications of the squadron.
6. Handle such official correspondence as the Commander designates.
7. Report to the National Secretary on form OD-2 provided by headquarters, the names and addresses of newly elected squadron officers;
8. Understand the rules for voting and establish a good working relationship with the Rules Committee Chairman.
9. Accountable for Squadron communications, i.e., calling committee, newsletter, e-mail blasts, etc.
10. 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.
11. Submit merit mark hours on a timely basis
12. At the end of term, the Secretary shall turn over to a successor all reports, records, communications and documents pertaining to the squadron

| | |
|--------------------|----------------------------|
| Department: | Secretary's |
| Job Title: | Assistant Secretary |
| Reports To: | 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: Secretary's
Job Title: Squadron Historian
Reports To: Secretary
Rank: Lieutenant

GENERAL: Appointed by the Commander and working in the Secretary's Department, this person should be willing to serve for more than a year in order to become a link between Changes of Watch.

RESPONISBILITIES: The Historian serves as custodian of records including:

1. Minutes of Organization Meetings
2. The Squadron Charter;
3. List of Charter and Honorary Members;
4. Records of Incorporation;
5. Bylaws including amendments;
6. Important correspondence including Safe Boating Proclamations;
7. Minutes of meetings;
8. Publicity clippings and photographs;
9. Biographies and photos of present and past officers;
10. Special awards given or received.
11. Prepare the Squadron Historian Report and submit to District Historian each year within 30 days of the Change of Watch. The Historian Report can be accomplished using the Forms feature of the DB2000 Squadron Management program.

The Historian shall also advise the Commander of significant anniversaries and solicit help from all members in collecting information and photographs pertaining to all squadron activities that may be retained as part of the squadron history.

Department: Secretary's
Job Title: Squadron Newsletter Editor/Publisher
Reports To: Secretary
Rank: Lieutenant

GENERAL: The Squadron Editor and his committee are responsible for the production, editing and distribution of the Squadron Newsletter as called for in the Squadron Bylaws. The Newsletter is the official instrument to be used to keep the membership fully informed of coming events, announcements, review of recent events, etc. Among those serving on the committee may be a photographer, a publisher or printer, an advertising manager and reporters.

The Squadron Newsletter is the main official vehicle of communication with the membership. Although the publication may vary from a one page mimeographed monthly newsletter to an elaborate magazine, the important consideration is quality in communicating all essential information accurately. USPS has an Editor's Guide that should be used for guidance.

RESPONSIBILITIES: Duties of the Chairman and the committee are to:

1. Determine the contents and plan each issue,
2. Request material from officers, committee chairman and other members of the squadron. Ensure document is in compliance with USPS policy;
3. Proof-read the copy working in as many pictures as may be reasonable that the photographers may have provided.
4. Distribute finished issues to the membership in hard copy and electronic media.
5. Maintain a record of the members that wish a hard copy of the newsletter.
6. Working with the Commander to acquire the appropriate approval for articles that may be considered controversial, inflammatory or improper
7. Submit a hard copy of the newsletter to the USPS Squadron Publications reader.
8. Provide copies as required to the District Bridge Officers, other squadron Commanders and Editors in the district.
9. Provide 25 copies to the National Annual Parade of Publications – this may move into electronic communication.

As technology changes, it may be appropriate to distribute electronically. This should be considered with the approval of the Commander and Secretary as well as the Executive Committee.

Department: Secretary's
Job Title: Photographer
Reports To: Secretary
Rank: Lieutenant

GENERAL: This person/s should be familiar with the operation of a camera or cameras, work with the Editor and attend all squadron functions and should furnish photographs to the PRO chairman, Editor, Historian, Ensign Correspondent and display them whenever possible.

RESPONSIBILITIES: Some events to be covered are, but not limited to:

1. Change of Watch
2. Special awards
3. Special activities
4. Special guests
5. Special presentations
6. The photographer should keep in mind that one picture is worth more than a thousand words and that everyone likes to be in pictures.

Department: Secretary's
Job Title: THE ENSIGN Correspondent
Reports To: Secretary
Rank: Lieutenant

This person will act as a reporter of Squadron News that is deemed to be of national interest and should report on such items, but not limited to:

1. Cruises and Rendezvous.
2. Boat Shows.
3. Special Events.
4. Squadron Meetings.

He will forward articles and photographs, if available, to The Ensign through the District Ensign Correspondent.

He will serve in assisting the promotion of advertising in the ENSIGN

Department: Secretary's
Job Title: Information Technology Committee
Reports To: Secretary
Rank: Lieutenant

GENERAL: To provide guidance and support for the Squadron on the use of computers and software for USPS applications. The committee shall consist of the Chairman of the IT Committee, the Squadron Database Manager, Webmaster, and SailAngle Moderators.

RESPONSIBILITIES:

1. To maintain an awareness of the computer software resources provided by the USPS and promote its use within the Squadron.
2. Serve as Administrator for the electronic passwords supplied to the Squadron Commander.
3. To promote the exchange of information and resources within the Committee.
4. To maintain contact with the National ITCOM and whenever possible attend its meetings at the USPS Annual and Governing Boards.
5. Be listed with the ITCOM as the Squadron representative and maintain/update the ITCOM contact information website at:

www.usps.org/national/tools

6. Changes and/or updates are done via the "Update/View Squadron/District Information Displayed to the Public" link on the above website. This requires the use of the Squadron account number and password for access.
7. To act as administrator for the Squadron account and passwords used for limited access to Squadron information. New passwords are issued each year in May and are mailed to the Squadron Commander.
8. Responsible for the thorough training of their subordinates and successor. To enthusiastically promote and support the efforts of the Squadron Committee members.
9. To prepare article(s) for publication in the Squadron newsletter.
10. To prepare an annual committee budget, if required, and submit to the Squadron Secretary.
11. To prepare a written annual report at the end of the Watch year, in such detail as requested by the Squadron Secretary
12. To turn over to a successor all files, records, reports, communications and documents of the Squadron.

Department: Secretary's
Job Title: Squadron Database Manager
Reports To: Secretary
Rank: Lieutenant

GENERAL: To provide electronic database guidance and support for the Squadron operations.

To serve as liaison with the National and District Information Technology Committees.

RESPONSIBILITIES:

1. To provide the Squadron Secretary with organization and member information used in the preparation of the Squadron Directory.
2. To support all Squadron Committees that may require any database information.
3. To maintain records of Squadron members that do not have email capability or have "opted-out" of the hard copy of the squadron publication.
4. To prepare a Squadron roster and organization CSV files for the Squadron Webmaster. The organization file is required annually or at any time a change is made to the Squadron organization. The roster file should be prepared and sent to the Squadron Webmaster anytime a change is received for the Squadron database that impacts the listings in the online roster. This is typically a weekly process.
5. To prepare monthly birthday lists and Squadron mailing labels for the distribution of the Squadron publication or communications sent out by the Squadron Secretary or other Committees.
6. To prepare article(s) for publication in the Squadron newsletter.
7. To prepare an annual budget, if required, and submit to the Squadron Secretary.
8. To prepare a written annual report at the end of the Watch year in such detail as requested by the Squadron Secretary.
9. To turn over to a successor all files, records, reports, communications and documents of the Squadron.

Department: Secretary's
Job Title: SailAngle Group Moderator
Reports To: Secretary
Rank: Lieutenant

GENERAL: The squadron SailAngle.com group moderators manage a number of functions related to the group site. There are two levels of moderators – Primary and Secondary.

RESPONSIBILITIES:

1 **Summary of Functionality:**

| <u>Function</u> | <u>Primary</u> | <u>Secondary</u> |
|--------------------------------------|----------------|------------------|
| Resign and replace Primary Moderator | Yes | No |
| Appoint Secondary Moderator | Yes | No |
| Approve member join requests | Yes | Yes |
| Send invitations to join the group | Yes | Yes |
| Remove members from the group | Yes | Yes |
| Edit/delete all content in group | Yes | Yes |
| Toggle group from Private / Public | Yes | Yes |
| Manage File Cabinet -- delete | Yes | Yes |
| Edit "Group Landing Page" content | Yes | Yes |

2. Assist the members with any changes to their subscriptions.
3. Report to the Commander or the Executive Committee the number of subscribers, volume of traffic, and any other operational matters.
4. Coordinate with the Squadron Information Technology Chairman any operational issues that may arise.
5. To turn over to a successor all files, records, reports, communications and documents of the Squadron.

Department: Secretary's
Job Title: Webmaster
Reports To: Secretary
Rank: Lieutenant

GENERAL: To develop and maintain a Squadron website that promotes the operations of the Squadron.

RESPONSIBILITIES:

1. Be a subscriber to the USPS webmaster's SailAngle group. This will make sure that he/she will be informed of circumstances effecting web sites hosted by the USPS server.
2. Solicit input from the members descriptions of Squadron functions so that the website can reflect current and past activities.
3. Update the website. Pages such as the Vessel Safety Check page is updated weekly from the national Safety committee website.
- 4.. Update the Squadron operating documents, Bylaws and Policies & Procedures, as often as they are amended and approved.
5. Prepare a written report for the Squadron Secretary at each Executive Committee meeting. On the occasion of the Annual meeting, provide a summary of all significant changes to the website and the visitor count for the preceding watch year.
6. Provide a written annual budget, if required, to the Squadron Secretary prior to the December ExCom meeting.
7. To prepare article(s) for publication in the Squadron newsletter
8. Accept electronic roster files from database manager for uploading to the roster/ directory.
- 9, To turn over to a successor all files, records, reports, communications and documents of the Squadron.

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 new members; transmit proper funds to District and National
2. The Squadron is on the automatic billing program, then work with National to ensure accounts are up-to-date.
3. Collect and be responsible for all funds 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. Submit to the IRS the annual 990 form and the TR-199 to the USPS national Treasurer as required.
14. To turn over to a successor all files, records, reports, communications and documents of the Squadron

Department: Treasurer's
Job Title: Assistant Treasurer
Reports To: Treasurer
Rank: First Lieuenant

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.

Department: Treasurer's
Job Title: Supply Officer
Reports To: Treasurer

The Supply Officer brings to each squadron meeting a supply of insignia, burgees, ensigns and uniform accessories (belts, clips, etc.) that may be sold to members. He will also have catalogs available for ordering uniforms from USPS approved sources. It is incumbent to maintain an up-to-date knowledge of correct uniforms and insignia to be of help to members desiring those items. He shall keep up to date on what is available from National's Ship's Store. All funds collected should be forwarded to the Treasurer without delay

TITLE: PROPERTY OFFICER

Department: Treasurer's
Job Title: Property Officer
Reports To: Treasurer

The Property Officer is responsible for maintaining an inventory of squadron properties such as films, projectors, teaching aids, flags, printing equipment, awards and other equipment owned or in the custody of the squadron to include educational material. He should also know who has a particular item and therefore that person is responsible for it. He should make an annual report of the inventory so that adequate insurance coverage of these items is maintained. This Chairman should work closely with the Computer Systems Chairman and Educational Property Chairman to ensure all assets are listed, maintained, secured and insured properly.

Department: Treasurer's
Job Title: USPS Educational Fund Committee
Reports To: Treasurer

GENERAL: To accept memorial contributions, gifts and grants from the Squadron, members and friends of USPS.

RESPONSIBILITIES:

1. Read and be familiar with the Educational Fund presently located on the last page of the Operations Manual;
2. Coordinate and carry out the program as suggested by the District Representative;
3. Keep the membership informed on the operation of the fund; and
4. Coordinate with the Squadron Treasurer the annual submission of one dollar per active member to the Fund.

Department: Committees
Committee Title: Executive Committee (Board of Directors)
Reports To: Membership

GENERAL: This committee acts as a "board of directors" and advises with the Commander on most aspects of Squadron activities.

This committee consists of the bridge officers (Commander, Executive Officer, Educational Officer, Administrative Officer, Secretary, and Treasurer) and 4 members at large. All persons on this committee are elected by the membership at the Annual meeting. The Squadron Bylaws also define powers and who should be on this committee.

RESPONSIBILITIES: Some of the functions of this committee are, but not limited to:

1. General charge of policy.
2. Management and finances of the squadron.
3. Custody of all property of the squadron.
4. First approval of all bills.
5. Recommends dues of the membership.
6. Approve applications to membership.
7. Approve nominations of Associate memberships, Honorary memberships and transfers.
8. Approve the appointments of the Commander.
9. Approve Bylaws changes before they are presented to the membership for approval.
10. Be aware of and approve the time and place of educational courses.
11. Fill any vacancy in an elective office in the squadron until a successor has been duly elected (in accordance with the bylaws.)
12. Investigate any complaint that may require disciplinary action (USPS Bylaws.)

These powers should be outlined in the Squadron Bylaws and in conformity with USPS Bylaws.

Department:: **Standing Committees**
Committee Title: **Budget and Finance**
Reports To: **Executive Committee**

GENERAL: The Finance Committee working with the Treasurer should develop a breakdown of anticipated departmental income and expenses for the fiscal year. A review of past budgets and the success or failure of having operated within those budgets is required in planning future needs.

After a preliminary budget is developed, each department head should input from his committee chairman to determine needs of the department as a whole.

The Squadron Executive Committee subsequently will review and approve the needs expressed within the departments as well as recommendations of the Finance Committee before presentation of a budget to the membership for approval.

Members with an accounting background are particularly desirable for service on the Finance Committee.

Department:: Standing Committees
Committee Title: Personnel Committee
Reports To: Executive Committee

GENERAL: Starting with the initial interview, it is essential that the squadron gathers and maintains current personnel records. In those cases where squadrons are of such small size that combining committee responsibilities is a necessity, the Membership Committee Chairman might assign this function to a committee member. The Squadron Secretary's records are a foundation for this activity. Member achievements should be added to the files as they occur.

RESPONISIBILITIES: This committee should:

1. Maintain an inventory of the skills of each squadron member;
2. Survey the squadron for position preferences;
3. Furnish recommendations of qualified member's choices to the Nominating Committee, Commander Elect and Bridge Officers Elect;
4. Be aware of and use the Squadron Job Descriptions Manual.
5. Well kept personnel files are of utmost importance if the Nominating Committee and other committees are to select the best possible candidates for squadron office vacancies.

The Merit Mark Committee should rely on this data base, so that proper recognition is equally administered

Department: Standing Committees
Committee Title: Planning Committee
Reports To: Executive Committee

The Planning Committee is responsible for setting the schedule of events for the squadron for the coming bridge year. This is a very important task and relates directly to member retention. Members of the Planning Committee should include: Commander, Treasurer, Educational Officer, Membership, Administrative Officer, Entertainment Committee Chairman, and others as deemed applicable.

The committee will:

1. Meet at least one month prior to the Bridge Year, and periodically there after.
2. Include District and National Events in the schedule.
3. Develop a schedule / plan for the year and provide it to the squadron membership and editor (See Leadership Development Committee Web Site for format). The plan should include all items down to report submission dates.
4. Provide changes to the Newsletter Editor for membership information.

Objective: To ensure the plans and budget balance

| | |
|-------------------------|----------------------------|
| Department | Standing Committees |
| Committee Title: | Housing Committee |
| Reports To: | Executive Committee |

The Housing Committee should be well versed in USPS Bylaws relative to where various squadron meetings and activities shall be held, what purchase or leasing agreements may be made and what the overall needs are to meet its goals. Close liaison with the Administrative Officer, Educational Officer, Membership, Budget, Law Officer and other relevant committees is recommended.

In the event that the squadron owns its own facility, then he will primarily be responsible for the administration and maintenance of the facility.

Department: General Committees
Committee Title: Nominating Committee
Reports To: Membership

The Nominating Committee is an extremely important committee responsible for 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.

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; and
6. Prepare a written annual audit report to be submitted to the membership in accordance with your Squadron Bylaws.

Department: General Committees
Committee Title: Rules Committee
Reports To: Membership

Members of the Rules Committee, usually three in number, are elected annually. Although this committee is the guardian of adherence to the USPS Bylaws 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 must be channeled through the National Committee on Rules in accordance with the Operations Manual.

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: Standing Committees
Committee Title: Law Officer
Reports To: Executive Committee

GENERAL: A good foundation in corporate and government law will enhance the efforts of the Squadron Law Officer. Initial incorporation papers, purchase contracts and leases, as well as squadron bylaws are all processed without undue difficulty when the counsel of a good law officer is obtained. The Law Officer should be a member of the Bar in the state wherein the squadron is located.

The Law Officer should also be available to assist the Rules Committee and the Legislative Committee when counsel may be desired and should consult with the District and National Law Officer on any legal matters affecting the local squadron.