



# Squadron Job Descriptions

**Squadron Job Descriptions**

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**The Pledge of United States Power Squadrons:**  
I do solemnly pledge to:  
Abide by the bylaws of United States Power Squadrons;  
Promote high standards of navigation and seamanship;  
    Maintain my boat and operate it legally;  
    Render assistance whenever possible; and  
Conduct myself in a manner that will add prestige, honor,  
and respect to United States Power Squadrons.

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### **FORWARD**

These Job Descriptions are designed to help a member who is assuming a service assignment/ position with which he may not be familiar. It may also provide a guide for Bridge Officers or the Nominating Committee when interviewing and/or evaluating a potential nominee and the Personnel Committee in making recommendations to department heads. The Manual is the property of the Squadron to be used where and as needed. The Squadron Operations Training Chairman should keep it up-to-date and promote its use.

The descriptions presented are of a general nature and they may be added to or extended as local requirements warrant. Other committee and/or job descriptions may be added as appropriate for your Squadron. **It is understood that any word denoting gender shall apply equally to either.** If there is a conflict with the Operations Manual or Bylaws, then they will have precedence.

The National Leadership Development Committee has assembled this manual with the help of many members throughout USPS. We are grateful for their assistance and solicit input from all members as we advance.

Small squadrons and squadrons at risk may not be able to recruit enough members to fill all 47 positions listed in this manual. The following recommendations are taken from the "Squadrons at Risk Manual." "Your squadron may need to change its organizational structure and limit committees and activities to those that are essential.

#### **Primary Goals**

- Leadership Training
- Member Recruitment
- Member Involvement

#### **Combining Duties**

There is no limit to the amount of appointed positions a member may hold, unless it creates a conflict of interest. Officers may also hold appointed positions.

A vessel safety check committee chairman can be safety officer. A cooperative charting committee chairman can be boating activities committee chairman. A commander can be public relations officer. An educational officer can be membership committee chairman and operations training committee chairman. A secretary/treasurer can be editor. Many combinations are possible, but only members who are interested in a particular area should be appointed to that area.

The vital committees for a *Squadron at Risk* are Operations Training (to develop new leaders), Public Relations (to attract students to public boating courses), and Membership Recruitment/Involvement (to gain new members and to provide any activities that will keep your membership involved).

#### **Options for a Squadron a Risk**

There are many people and programs available to assist squadrons upon request. Contact the National Squadron Development Committee representative and the district commander for help and suggestions for improving the squadron. Some suggestions are:

- ✓ Take advantage of programs offered by USPS such as Leadership Development and New Member Orientation.
- ✓ Request borrowing a strong leader from a nearby squadron.
- ✓ Contact members who have not renewed.
- ✓ Request help from a person who has enthusiasm and is a strong leader. (This may be a new member.)
- ✓ Try to get co-chairmen for important committees to avoid overwhelming someone when serving as chairman (membership, social functions, newsletter, etc.).
- ✓ Inform officers and committee chairmen of their specific duties. (See *Squadron Job Descriptions*.)
- ✓ Contact members who are retired or semi-retired who now may have time to help the squadron.
- ✓ Instead of preparing a formal newsletter, send out a monthly note with just basic information. This will be easier and less costly.
- ✓ Work with a nearby squadron to share the teaching of classes.
- ✓ Strongly discourage cliques.
- ✓ Show committees how they can work with other committees to achieve a common goal with the least amount of effort."

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**COMMANDER DEPARTMENT**

<b>Department:</b>	<b>Commander</b>
<b>Job Title:</b>	<b>Commander</b>
<b>Reports To:</b>	<b>Membership</b>
<b>Rank:</b>	<b>Commander</b>

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

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

1. To read and be familiar with the Operations Manual of USPS;
2. To have completed the Operations Training Program;
3. To preside at all regular and executive committee meetings of the Squadron;
4. To appoint, with the approval of the Executive Committee, a Chaplain, Flag Lieutenant, Aides, and Chairmen for all department committees;
5. To inform all squadron officers and committee chairmen of their duties and review with committee chairmen the activities that will take place in their committee;
6. To serve as an ex-officio member of all squadron committees except as may be provided in the Squadron's Bylaws (usually Nominating, Rules, and Auditing Committees);
7. To attend, as a Bridge Officer, all district council meetings and conferences and to express the desires of the squadron at these meetings as well as inform squadron membership of pertinent information;
8. To attend the National Annual and Governing Board Meetings whenever possible, otherwise, arrange for a proxy to vote for the squadron as well as inform squadron membership of pertinent information;
9. To ensure that the squadron does not become officially and improperly involved in legislative matters whether local, state or national;
10. To participate in all squadron functions;

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11. To prepare all reports and answer promptly all correspondence from district and national officers;
12. To conduct all squadron ceremonies in an informed and dignified manner and to ensure that squadron members wear the uniform and insignia correctly;
13. To prepare and submit recommendations for Merit Mark Awards to the area Monitor in a timely manner;
14. To report to The Ensign, "Last Horizon", a member's demise after obtaining permission from the deceased's family; and
15. To pass on to his successor all files concerning squadron business transacted during his term of office.

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.

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<b>Department:</b>	<b>Commander</b>
<b>Job Title:</b>	<b>Chaplain</b>
<b>Reports To:</b>	<b>Commander</b>
<b>Rank:</b>	<b>Lieutenant</b>

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

1. Pronounce invocations and benedictions at squadron meetings, functions and other appropriate occasions in an ecumenical manner, at the request of the Commander.
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 member 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



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

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

1. Be fully aware of all duties and scheduled functions that the commander may be requested to attend.
2. Work with the Liaison Officer to ensure 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 him.

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

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

The Commander's Aides are a select, knowledgeable group of 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.

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<b>Department:</b>	<b>Commander</b>
<b>Job Title:</b>	<b>Merit Mark Chairman</b>
<b>Reports To:</b>	<b>Commander</b>
<b>Rank:</b>	<b>Lieutenant</b>

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. Submit final copy of merit mark recommendations by 15 November to the Area Monitor using DB2000 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.

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**EXECUTIVE DEPARTMENT**

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

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

His duties include, but are not limited to:

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

Boat Show	Cooperative Charting
Liaison	Legislative
Public Relations	Radio Technical
Safety	Vessel Safety Check

2. The Executive Officer is a member, ex-officio, of all committees of the Executive Department and is responsible for seeing that they function properly in accordance with the policy and authority of USPS;
3. The Executive Officer answers to the membership and the Commander. In the absence or incapacity of the Commander, the Executive Officer temporarily assumes the duties of the Commander;
4. As a Bridge Officer, the Executive Officer is encouraged to attend all district council meetings and is expected to attend all district conference meetings and any other the Commander may assign. It is also helpful to attend National meetings when possible;
5. He shall, at the end of his term, turn over to his successor all reports, records and communications and documents pertaining to the squadron.

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.

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

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. 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.

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<b>Department:</b>	<b>Executive</b>
<b>Job Title:</b>	<b>Cooperative Charting Chairman</b>
<b>Reports To:</b>	<b>Executive Officer</b>
<b>Rank:</b>	<b>Lieutenant</b>

The Cooperative Charting Chairman reports to the Executive Officer and is responsible for promoting the activities of cooperative charting in the local boating area of the squadron and district. Duties of the Cooperative Charting Chairman include:

1. Conduct a Cooperative Charting Seminar not less than once a year within the squadron, preferably early in the season.
2. Provide articles for the Squadron Newsletter about ongoing cooperative charting activities.
3. Organize Cooperative Charting events for the squadron and assist the District Cooperative Charting Chairman with District events.
4. Ensure that members submit reports in a timely fashion and that dangerous situations such as buoys off station or failed lighted buoys are reported to the USGC and NOAA.
5. Check all reports from members and enter all data/information on CCWeb site.
6. Submit all reports online to the District Cooperative Charting Chairman for reviewing and forwarding to the Area Representative.
7. Retain all previous records of the Cooperative Charting Committee and pass them on to his successor.
8. Summarize and report merit mark hours on a timely basis.

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<b>Department:</b>	<b>Executive</b>
<b>Job Title:</b>	<b>Liaison Officer</b>
<b>Reports To:</b>	<b>Executive Officer</b>
<b>Rank:</b>	<b>Lieutenant</b>

The Liaison Officer is the Chairman of 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.

1. The Liaison Officer will develop and maintain good relationships with private Boating Clubs, U.S. Navy, US Coast Guard and it's Auxillary, Army Corps of Engineers, Division of Wildlife, Local Harbor Patrols and other state and local services or agencies related or concened with water-based recreatioanl 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 Committee 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 Committee must obtain permission from the USPS National Committee responsible for communicating with that organization.

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**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.



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<b>Department:</b>	<b>Executive</b>
<b>Job Title:</b>	<b>Radio Technical Officer</b>
<b>Reports To:</b>	<b>Executive Officer</b>
<b>Rank:</b>	<b>First Lieutenant</b>

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.

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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.

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<b>Department:</b>	<b>Executive</b>
<b>Job Title:</b>	<b>Safety Officer</b>
<b>Reports To:</b>	<b>Executive Officer</b>
<b>Rank:</b>	<b>Lieutenant</b>

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.

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<b>Department:</b>	<b>Executive</b>
<b>Job Title:</b>	<b>Vessel Safety Check Chairman</b>
<b>Reports To:</b>	<b>Executive Officer</b>
<b>Rank:</b>	<b>Lieutenant</b>

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, 7012 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. Submit annual report (form VSC-5) for Government/USPS supplied Inflatable Life Jackets.
7. Promote entries and activities in the Program.
8. Provide contributions to the local squadron newsletter.
9. Ensure the quality control in the issuance or non-issuance of decals.
10. 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.

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**EDUCATIONAL DEPARTMENT**

**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.

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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.

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**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.

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**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.



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**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 whereabouts 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.

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**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.

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**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.

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**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

- Advanced Powerboat Handling
- Anchoring
- Basic Coastal Navigation
- Boat Handling under Power
- How to Use a Chart
- Hurricanes and Boats
- Knots, Bends and Hitches
- Marine RADAR
- Mariner's Compass
- Onboard Weather Forecasting

As other new courses under the USPS University Program mature they may be included here.

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**ADMINISTRATIVE DEPARTMENT**

**Department:** Administrative  
**Job Title:** Administrative Officer  
**Reports To:** Squadron Commander  
**Rank:** Lieutenant Commander

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

- 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.

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**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
- Building (if applicable)
- Meetings and Programs
- Entertainment
- Operations Training

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

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

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

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

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**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 whomever 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 of 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.

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**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.



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**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.

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9. Compile, report and submit merit marks on a timely basis.

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**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.

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**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.

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**SECRETARY'S DEPARTMENT**

<b>Department:</b>	<b>Secretary's</b>
<b>Job Title:</b>	<b>Secretary</b>
<b>Reports To:</b>	<b>Commander</b>
<b>Rank:</b>	<b>Lieutenant Commander</b>

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 forms 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, ie., 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.

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**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.

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**Department:** Secretary's  
**Job Title:** Computer Systems Officer  
**Reports To:** Secretary  
**Rank:** Lieutenant

The Computer Systems Officer reports to the Squadron Secretary. His primary responsibilities are:

1. Ensuring all squadron computer assets are compatible and interoperable.
2. Controlling and ensuring that any Squadron software can perform its function and that this software is passed on to the succeeding bridge.
3. Ensuring repairs to computers, software and cell phones/Blackberrys owned by the squadron are accomplished in a timely manner.
4. Will control allocation of assets.
5. Responsible for keeping a detailed inventory of all computer related equipment and software that is up-to-date and accurate to include revision level.
6. Will work with members and instructors to help with presentation materials, if requested;
7. Will work closely with the Educational Officer to ensure all training material is in compliance with the last revision(s.)
8. Will ensure a current update of all computer equipment is recorded by the Squadron Property Officer.

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<b>Department:</b>	<b>Secretary's</b>
<b>Job Title:</b>	<b>Editor – Squadron Newsletter</b>
<b>Reports To:</b>	<b>Secretary</b>
<b>Rank:</b>	<b>Lieutenant</b>

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.

Duties of the Editor and his committee are to:

1. Determine the contents and plan each issue.
2. Request material from officers, committees chairmen 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.
5. Working with the Commander to acquire the appropriate approval for articles that may be considered controversial, inflammatory or improper.
6. Provide 25 copies to the National Annual Parade of Publications – this may move into electronic communication.
7. Provide copies as required to the District Publications Committee, and to other squadron Editors in your district.
8. Send/email a copy of each newsletter (at least four issues annually) for review and award consideration to the national newsletter evaluator assigned to squadrons in your district.

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.



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<b>Department:</b>	<b>Secretary's</b>
<b>Job Title:</b>	<b>Historian</b>
<b>Reports To:</b>	<b>Secretary</b>
<b>Rank:</b>	<b>Lieutenant</b>

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.

The Historian serves as custodian of records including:

1. Minutes of Organizational Meeting.
2. The Squadron Charter.
3. List of Charter and Honorary Members.
4. Record of Incorporation.
5. Bylaws including amendments.
6. Important correspondence.
7. Minutes of meetings.
8. Publicity clippings and photographs.
9. Biographies and photos of present and past officers.
10. Special awards given or received.

He will 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.

He will submit historian annual report H-701 to the district historian using DB 2000.

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**Department:** Secretary's  
**Job Title:** Roster Chairman  
**Reports To:** Secretary  
**Rank:** Lieutenant

The Squadron Roster Chairman and his committee are responsible for the production, editing and distribution of the Squadron Roster. Among those serving on the committee may be a photographer, a publisher or printer, and an advertising manager. Although the roster may be a one page sheet or an elaborate booklet including color photos of members, the important consideration is communicating all information accurately. DB 2000 is an excellent resource for members' information and has the capability of producing a basic roster.

Duties of the Roster Chairman and his committee are to:

1. Determine the contents and layout plan (coordinate with the Secretary and Treasurer). Ensure compliance with USPS policy.
2. Contact members to verify the accuracy of their personal information (address, phone number, email, etc.) on file with National (DB2000). Notify the Secretary of any changes.
3. Proof read the document, and with Commander approval.
4. Distribute finished rosters to the membership.

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.

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**Department:** Secretary's  
**Job Title:** Telephone Committee Chairman  
**Reports To:** Secretary  
**Rank:** Lieutenant

The telephone committee will be formed by the Secretary to distribute key information that cannot await the distribution of the Newsletter, such as deaths, date and time changes for key events or announcements as may be directed by the Commander.

A careful plan should be put together that clearly identifies who notifies whom. Persons on the committee should be careful to document the date and time of contact.

As technology changes, it may be appropriate to utilize electronic communication for many items. This should be considered with the Commander, Secretary and Executive Committee.

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**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.

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**TREASURER'S DEPARTMENT**

<b>Department:</b>	<b>Treasurer's</b>
<b>Job Title:</b>	<b>Treasurer</b>
<b>Reports To:</b>	<b>Commander</b>
<b>Rank:</b>	<b>Lieutenant Commander</b>

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

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

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**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.

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**COMMITTEES DEPARTMENT**

<b>Department:</b>	<b>Committees</b>
<b>Committee Title:</b>	<b>Executive Committee (Board of Directors)</b>
<b>Reports To:</b>	<b>Membership</b>

The Executive Committee acts as a “Board of Directors” and advises the Commander on most aspects of squadron activities.

The committee usually consists of the Bridge Officers (Commander, Executive Officer, Educational Officer, Administrative Officer, Secretary, and Treasurer) and at least three or more members at large, or as specified in the Squadron Bylaws. All persons on this committee must be elected by the membership. The Squadron Bylaws should define powers and who should be on this committee. Some squadrons have term limits and requirements for a designated number of new members each year.

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.)

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



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**STANDING COMMITTEES**

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

The Budget and 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, membership 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 the budget from his committee chairmen 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 Budget and Finance Committee before presentation of a budget to the membership for approval.

Although not required, it is recommended that members of the Budget and Finance Committee have an accounting background.

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<b>Department</b>	<b>Standing Committees</b>
<b>Committee Title:</b>	<b>Housing Committee</b>
<b>Reports To:</b>	<b>Executive Committee</b>

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.

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

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. He 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 his counsel may be desired and should consult with the District and National Law Officer on any legal matters affecting the local Squadron.

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

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 Secretary's records are a foundation for this activity. Member achievements should be added to the files as they occur. 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; and.
4. Be aware of and use the Squadron Job Descriptions Manual.

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.

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**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

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**Department:** Standing Committees  
**Committee Title:** Property Officer  
**Reports To:** Executive Committee

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.

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**Department:** Standing Committees  
**Committee Title:** Supply Officer  
**Reports To:** Executive Committee

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 monies collected should be forwarded to the Treasurer without delay.

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**GENERAL COMMITTEES**

<b>Department:</b>	<b>General Committees</b>
<b>Committee Title:</b>	<b>Rules Committee</b>
<b>Reports To:</b>	<b>Membership</b>

Members of the Rules Committee, usually three to five in number, are elected annually. Although this committee is the guardian of adherence to the USPS Bylaws and the USPS Policy matters, it does not have the authority to finalize or amend any action pertaining to them. This committee should be acquainted with the Model Bylaws and prepare recommendations where necessary to keep the Squadron Bylaws consistent with the Bylaws of USPS. The Rules Committee should seek counsel of the Law Officer. The Chairman may also be consulted during Executive Committee and General meetings, as necessary.

All decisions or actions required to amend Squadron Bylaws may be found in “Model Bylaws for Squadrons of USPS” (*Introduction and Check List for Amending Squadron Bylaws*) available on the National Committee on Rules website.

Duties of this committee include:

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



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**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.

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**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.

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## Appendix A – Glossary of Acronyms

From the Operations Manual, Chapter 14:

“...Use of the slash in most USPS abbreviations is not necessary, with the exception of expressions of ranks, e.g. P/C/C. A slash may be inserted in other combinations to clarify meaning, e.g. ChNomCom should be CH/NOM/COM when using all upper case text. With the exception of ranks and grades, these abbreviations should be used with restraint and be restricted to internal correspondence and documents where the context makes their meaning clear.”

Acronym	Definition
AAO	Assistant Administrative Officer
AG	Advanced Grades
AM	Annual Meeting
AO	Administrative Officer
ASEO	Assistant Educational Officer
Cdr	Commander
ChLB	Chairman Local Boards
Ch	Chairman
Com	Committee
COOP	Cooperative
CPS	Canadian Power Squadron
D/C	District Commander
DAO	District Administrative Officer
DB2000	Data Base 2000, USPS Member Tracking System
DEO	District Educational Officer
DRTO	District Radio Technical Officer
ED	Education
ExCom	Executive Committee
FCC	Federal Communications Commission
GB	Governing Board
HQ	Headquarters (National)
IRS	Internal Revenue Service
LD	Leadership Development
LDCOM	Leadership Development Committee
LDM	Leadership Development Manual
LDP	Leadership Development Program

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NXO	National Executive Officer
NomCom	Nominating Committee
ORG	Organization
OT	Operations Training
OTM	Operations Training Manual
OTP	Operations Training Program
PRO	Public Relations Officer
R/C	Rear Commander
Sec	Secretary
SEO	Squadron Educational Officer
SJG	Squadron Job Guide
SO	Safety Officer
SOP	Standard Operating Procedures
S, Sqdn	Squadron
SRTO	Squadron Radio Technical Officer
Treas	Treasurer
UHF	Ultra High Frequency
USCG	United States Coast Guard
USCGAux	United States Coast Guard Auxiliary
USPS	United States Power Squadrons
V/C	Vice Commander
VHF	Very High Frequency
VSC	Vessel Safety Check
XO	Executive Officer

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## Appendix B – Officers Calendar

Month	Action Items	Action
<b>January</b>	<b>Reminders:</b>	
	Monitor spring boating classes and internal classes.	Cdr
	Have editor save 25 - 50 copies of squadron publication for "Parade of Publications" at next USPS AM.	Cdr
	Schedule Operations Training and Leadership Development programs during the year.	Cdr
	Make certain your NomCom has submitted form ED-80 to DEO for approval of SEO and ASEO prior to elections.	Cdr
	If unable to attend AM, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.	Cdr
	Monitor and participate in member reinstatement efforts.	Cdr
	Update boating course schedule on form HQ800 online.	SEO
	Submit boating course ED-27's online when course is completed.	SEO
	Verify squadron membership records and amend as necessary using DB2000.	Sec
	Send invitation and details to chief commander's representative who will attend your spring conference.	D/C
	Follow up with squadron commanders to ensure that nominations for SEO and ASEO are submitted on Form ED-80 prior to squadron elections.	DEO
	Remind SEO's to update HQ800 online.	DEO
	Verify ED-27's for the previous month have been submitted on line.	DEO
Remind all squadrons to schedule Operations Training and Leadership Development programs during the year.	DAO	
<b>February</b>	<b>Events</b>	
	USPS Founders Day	All
	USPS Annual Meeting	All
	<b>Deadlines:</b>	
	OD-2 forms listing new officers for national directory	Cdr
	ED-1 listing local board appointments to DEO	Cdr
	OD-1 Form listing new officers for national directory	D/C
	Notify HQ of dues/assessments for the period of 1 June current year - 31 May next year on form provided.	Treas, DTreas

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**Reminders:**

Attend USPS AM.	All
Plan attendance and participation at spring conference.	All
Begin preparations and PR for boating classes.	Cdr
Have RulesCom review AM minutes for bylaws changes.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Conduct Leadership Development Program for new Bridge and others.	AO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Prepare agenda for spring conference.	D/C
Verify that squadrons have submitted OD-2 forms to HQ.	D/C
Send report to squadrons on USPS AM.	DEO
Prepare program and awards ceremonies for spring conference.	DEO
Check on ED-1's with incoming squadron commanders.	DEO
Participate in teaching aids judging at USPS AM as assigned.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Arrange for audit of district books prior to spring conference.	DTreas

**March**

**Events**

District spring conference

**Reminders:**

Attend spring conference.	All
Encourage your bridge and other members to attend spring conference.	All
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Conduct Operations Training Program for new bridge and others.	AO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Conduct spring conference.	D/C
Conduct educational activities at spring conference, distribute meeting minutes to NEO, ANEO, SEO's and appropriate R/C's.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO

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Remind SEO's to update HQ800 online. DEO  
 When completed, send spring conference minutes to NXO, NEO DSec  
 and N/Sec.

### **April**

#### **Events**

Board of Directors

#### **Reminders:**

Begin preparations for Cooperative Charting program and Cdr  
 National Safe Boating Week.  
 Ensure Operations Training and Leadership Development Cdr  
 programs are scheduled.  
 Monitor and participate in member reinstatement efforts. Cdr  
 Update boating course schedule on form HQ800 online. SEO  
 Submit boating course ED-27's online when course is completed. SEO  
 Verify squadron membership records and amend as necessary Sec  
 using DB2000.  
 Review Operations Manual for information regarding compliance Treas  
 with IRS rules pertaining to Form 990.  
 Remind SEO's to update HQ800 online. DEO  
 Verify ED-27's for the previous month have been submitted on DEO  
 line.  
 Remind all squadrons to schedule Operations Training and DAO  
 Leadership Development programs during the year.

### **May**

#### **Events**

National Safe Boating Week

#### **Reminders:**

Monitor and participate in member reinstatement efforts. Cdr  
 Update boating course schedule on form HQ800 online. SEO  
 Submit boating course ED-27's online when course is completed. SEO  
 Have historian file annual squadron history form 701 with district Sec  
 historian using DB2000.  
 Verify squadron membership records and amend as necessary Sec  
 using DB2000.  
 Confirm that there is no conflict between your district conferences D/C  
 and GB meeting.  
 Remind SEO's to update HQ800 online. DEO  
  
 Verify ED 27's for the previous month have been submitted on DEO  
 line.

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### June

#### Events

Board of Directors

#### Reminders:

Make reservations for GB meeting.	All
Have PRO start publicity efforts for fall boating classes.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Schedule fall boating classes and secure facilities.	SEO
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Remind STreas to submit form TR-1 to HQ.	DTreas

### July

#### Deadlines:

Send form 990, 990T and 990-N info to HQ on TR-1 forms provided.	Treas
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#### Reminders:

Make reservations for GB meeting.	All
Monitor and participate in member reinstatement efforts.	Cdr
If unable to attend GB, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.	Cdr
Conduct Operations Training Program for new members.	AO
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Order materials for fall classes.	SEO
Send nomination for Charles F. Chapman for Excellence in Teaching so that it reaches DEO prior to 15 July.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Send invitation and details to chief commander's representative who will attend your fall conference.	D/C
Contact SEO's about fall boating classes.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO



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### **August**

#### **Reminders:**

Monitor and participate in member reinstatement efforts.	Cdr
Check with SEO that all materials for fall classes are on hand.	Cdr
Check on arrangements for teaching aids exhibit at fall conference.	Cdr
Continue to promote fall boating classes.	Cdr
See that members are informed of fall AG, elective course and seminar offerings.	Cdr
If not already started, begin work on merit mark recommendations.	Cdr
If unable to attend GB, give completed "Designation of Alternate Voter" form to other squadron member attending or D/C.	Cdr
Give HQ-117 to each squadron delegate attending GB.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Send suggestions for discussion at GB meeting to the DEO handling the DEO Meeting.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Forward recommendations to the chairman of the Committee on Nominations for GB general members.	D/C
If not all ready started, begin work on merit mark recommendations.	D/C
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Send suggestions for discussion at GB meeting to the DEO handling the DEO Meeting.	DEO
Prepare educational program for fall conference. Order awards if necessary.	DEO
Assist D/TA chairman to plan for TA competition at fall conference.	DEO
Prepare for educational activities at fall conference.	DEO
Remind squadrons that deadline for submitting Request for Certificates for OTP and LDP is the end of November to count for annual awards.	DAO

### **September**

#### **Events:**

#### **Governing Board meeting**

#### **Deadlines:**

Submit DEO nomination for Chapman Award to HQ.	DEO
Merit Mark packages mailed to district & squadron commanders.	HQ

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**Reminders:**

Plan to attend fall conference.	All
Report GB actions to all interested.	All
Check progress of fall boating classes.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Conduct Leadership Development Program.	AO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Be sure NomCom is working on slate for next year.	D/C
Check arrangements and prepare agenda for fall conference.	D/C
Report SEO's on GB meeting.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO

**October**

**Events:**

CPS Annual General Meeting (USPS bridge attends. All USPS members welcome.)

**Reminders:**

Attend fall conference.	All
Encourage your bridge and other members to attend fall conference.	Cdr
Merit mark recommendations must be submitted to area monitor by 15 November.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Remind squadron commanders to participate in "Parade of Publications" at USPS AM.	D/C
Merit mark recommendations must be submitted to area monitor by 15 November.	D/C
Conduct educational activities at fall conference. Send minutes to NEO, ANEO, SEO's and appropriate R/C's.	DEO
Assist DTA chairman to get best TA to AM.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO

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### **November Deadlines:**

Merit mark recommendations to V/C	R/C
HQ-229 "National Committee Appointment Recommendations" to V/C	R/C
Merit mark recommendations due at area monitor.	Cdr, D/C
Final fiscal year expense vouchers due.	All
Deadline for submitting Request for Certificates for OTP and LDP.	AO

### **Reminders:**

Finish merit mark recommendations and submit before 15 Nov.	All
Make reservations for USPS AM.	All
Check that PR materials for spring boating classes are on order.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Order materials for spring boating, AG and elective courses.	SEO
Update boating course schedule on form HQ800 online.	SEO
Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Arrange for audit of books prior to squadron annual meeting.	Treas
Contact SEO's about spring boating classes.	DEO
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
When completed, send fall conference minutes to NXO, NEO and NSec.	DSec
Finish and submit HQ-229 for committee appointments to V/C.	R/C

### **December Events:**

Board of Directors

### **Deadlines:**

Squadron Outstanding Civic Service Award submission	AO
Submit budget request to appropriate V/C and budget officer.	R/C

### **Reminders:**

Make reservations for USPS AM.	All
Give HQ-117 to each squadron delegate attending AM.	Cdr
Be certain squadron dues for the period 1 June next year - 31 May of the following year have been determined before holidays. This information is due at HQ by 28 February.	Cdr
Monitor and participate in member reinstatement efforts.	Cdr
Update boating course schedule on form HQ800 online.	SEO

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Submit boating course ED-27's online when course is completed.	SEO
Verify squadron membership records and amend as necessary using DB2000.	Sec
Check that DNomCom has sent ED-80 form to NEO for approval of next year's DEO and ADEO.	D/C
Remind SEO's to update HQ800 online.	DEO
Verify ED-27's for the previous month have been submitted on line.	DEO
Remind SNomComs to submit ED-80 form for approval.	DEO
Send suggestions for discussion at AM to DEO handling the DEO meeting.	DEO

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## **Appendix C – References**

USPS Operations Manual	<a href="http://www.usps.org/national/om/">www.usps.org/national/om/</a>
Squadron Commanders Kit	
Squadron Officers Calendar	<a href="http://www.usps.org/national/ot/">www.usps.org/national/ot/</a>
Squadron Officer's Guide ***	<a href="http://www.usps.org/x/x.pl/x/x.cgi?natsec/officers.html">http://www.usps.org/x/x.pl/x/x.cgi?natsec/officers.html</a>
Quick Meeting Guide	<a href="http://www.usps.org/national/ot/quick_reference_meeting_guide.pdf">http://www.usps.org/national/ot/quick_reference_meeting_guide.pdf</a>
Squadron Educational Officers Manual	<a href="http://www.usps.org/national/eddept/misc/edms">www.usps.org/national/eddept/misc/edms</a>
Treasures Manual	<a href="http://www.usps.org/national/treasurer/">www.usps.org/national/treasurer/</a>
Secretary's Manual	<a href="http://www.usps.org/national/natsec/">www.usps.org/national/natsec/</a>
Editors Manual	<a href="http://www.usps.org/national/pubcom/">http://www.usps.org/national/pubcom/</a>
Operations Training Program	
Leadership Development Program	
Leadership Development Workshop	
"Leading USPS Into the Future"	
"The Young Generation - Generation Why"	<a href="http://www.usps.org/national/ot/">www.usps.org/national/ot/</a>

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