



SQUADRON JOB DESCRIPTIONS

**PREPARED BY THE LEADERSHIP DEVELOPMENT
COMMITTEE**

**WITH THE ASSISTANCE OF THE OPERATIONS
MANUAL COMMITTEE**

NOVEMBER 2016

SQUADRON COMMANDER(CDR)

- Ranking officer of the squadron
- Elected by squadron membership
- Member of the District Council and Conference
- Member of the Governing Board
- Member of Squadron Executive Committee
- Member of squadron bridge
- Preside at all Squadron Meetings and Executive Committee Meetings
- Execute all written instruments in the name of the squadron when directed by the Executive Committee or by the membership
- Responsible for seeing that national and district policies are carried out in squadron
- Be fully acquainted with all activities and operations of the squadron
- Responsible for success of squadron administration
- Be sure that work is delegated to committees by bridge officers
- Maintain communications with district executive officer
- Work with squadron secretary to complete Form OD-2 (for Officer Directory – Roster)
- Have command of the fleet when the vessels of the squadron are formally assembled
- Appoint, with the concurrence of the Executive Committee, appointive officers and chairs and members of appointive committees
- Cdr may appoint
 - Chaplain
 - Flag lieutenant (Fl/Lt)
 - Fleet captain
 - Aides

- *Ex officio* member of all committees and boards of the squadron except Nominating, Rules and Audit
- Make recommendations for members to serve as national and district officers, and to serve on national and district committees
- Make reports to national and district officers as required by USPS policy and the district
- Appoint, with the advice and approval of the Executive Committee, delegates to the conferences of the district and to the Governing Board and special meetings of USPS
- Represent squadron at all District Council and Conference meetings; and if held, attend Cdr – XO meeting at conferences
- Encourage bridge officers and committee chairs to attend district council and conference meetings, and national meetings if possible
- Attend at least one (preferably all) national meeting; if not attending a national meeting, appoint a proxy to vote for the commander
- Prepare squadron reports to district, and submit to district executive officer.
- Reports to the district executive officer who is the liaison between the district and the squadron commanders
- Responsible to ensure that the squadron does not become officially and improperly involved in local, state, or national legislative matters
- Call attention to improper actions by members, and be sure that members fly the USPS ensign properly on their boats

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(Squadron Commander continued)

- At beginning of watch year, request Rules Committee to review current Squadron Bylaws against Model Squadron Bylaws and prepare revisions as needed
- Read and be familiar with USPS Bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS Bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order
- Be sure the squadron is taking appropriate steps to recruit new members and encourage retention of members
- Work with appropriate district officer(s) to schedule squadron change of watch and other events where the presence of one or more district officers is requested
- Submit merit mark recommendations (see Chapter 16 of the USPS Operations Manual)
- Report to squadron membership and Executive Committee pertinent matters addressed at District Council and Conference meetings, and Governing Board meetings
- Arrange for annual re-examination of squadron honorary member list
- Turn over all record to successor at end of term.

SQUADRON EXECUTIVE OFFICER (XO)

- Serve with the rank of Lt/C
- Senior Lt/C of the five Lt/Cs
- Member of Squadron Executive Committee
- Member of squadron bridge
- Assist Cdr
- Supervise Squadron Executive Department as directed by membership, Cdr, or Executive Committee
- In temporary absence or incapacity of Cdr, perform duties and exercise powers of Cdr
- *Ex officio* member of all committees in the Executive Department
- Committee Chairs in Executive Department are recommended by XO and appointed by Cdr. The following committees are generally in the Executive Department. Check Squadron Bylaws for applicable committees
 - Boat show committee
 - Cooperative charting committee
 - Legislative committee
 - Liaison Committee
 - Public relations committee
 - Radio technical committee
 - Safety committee
 - Vessel safety check committee
 - Environmental committee
- If possible, attend at least one national meeting
- Attend District Council and Conference meetings; and if held, attend Cdr – XO meeting at conferences
- Attend Squadron Meetings, Executive Committee Meetings and bridge meetings
- Read and be familiar with USPS Bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS Bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order
- Submit merit mark recommendations for Executive Department to Cdr
- Turn over all records to successor at end of term

SQUADRON EDUCATIONAL OFFICER (SEO)

- Serve with the rank of Lt/C
- Member of National and District Educational Departments
- Member of the Squadron Executive Committee
- Member of squadron bridge
- Assist Cdr
- Supervise Squadron Educational Department as directed by membership, Cdr, or Executive Committee
- *Ex officio* member of all committees in the Educational Department
- Upon nomination, counsels the nominating committee regarding candidate for ASEO and prior to the squadron change of watch, recruits and makes recommendations to the commander-elect for the chairs of the local boards (ChLBs) and course chairs
 - Local board for boating (basic public education) (LBB)
 - Local board for advanced grades (LBAG)
 - Local board for elective courses (LBEC)
 - Teaching aids committee (TACom)
 - Chair of learning guides committee (ChLG)
 - Chair of seminars committee (ChSem)
 - Educational property officer
- Note that qualifications of ChLBs must be approved by the District Educational Officer (DEO) acting for the National Educational Officer
- Plan squadron educational program, programs to be taught, class schedules, fees, facilities, personnel and equipment requirements, and presents program to Squadron Executive Committee for approval
- Review availability of teaching aids and determine requirements for aids
- Be knowledgeable about the various course contents
- Promote educational program with assistance from squadron publication editor and public relations officer (both public courses and member courses)
- Review or handle correspondence among squadron members and headquarters or national course chairs; provide copies to CDR, and District and National Educational Officers
- File class and seminar schedules with DEO and headquarters
- File public education class reports with headquarters
- Advise DEO of squadron's educational activities
- Order educational materials and exams from headquarters
- Ensure that exams are administered correctly, celestial sights are thoroughly checked, and exam critiques are available to and utilized by students and instructors
- If possible, attend at least one national meeting
- Attend District Council and Conference meetings; and if held, attend district educational meeting at conferences
- Encourage ASEO, ChLBs and course chairs to attend district meetings
- Attend Squadron Meetings, Executive Committee Meetings, and bridge meetings
- Read and be familiar with USPS Bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS Bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order

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(Squadron Educational Officer continued)

- Submit squadron nominee for Chapman Excellence in Teaching Award
- Submit merit mark recommendations for Educational Department to Cdr
- Turn over all records to successor at end of term

SQUADRON ADMINISTRATIVE OFFICER (AO)

- Serve with rank of Lt/C
- Member of Squadron Executive Committee
- Member of squadron bridge
- Assist Cdr
- Supervise Squadron Administrative Department as directed by membership, Cdr, or Executive Committee
- In temporary absence or incapacity of XO, perform duties and exercise powers of XO
- *Ex officio* member of all committees in the Administrative Department
- Committee Chairs in Administrative Department are recommended by AO and appointed by Cdr. The following committees are generally in the Administrative Department. Check Squadron Bylaws for applicable committees
 - Membership committee
 - Membership involvement committee
 - Boating activities committee
 - Operations training committee
 - Leadership development committee
 - Meetings committee
 - Housing committee
- If possible, attend at least one national meeting
- Attend District Council and Conference meetings; and if held, attend AO meeting at conferences
- Attend Squadron Meetings, Executive Committee Meetings, and bridge meetings
- Read and be familiar with USPS Bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember, that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS Bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order
- Submit merit mark recommendations for Administrative Department to Cdr
- Turn over all records to successor

SQUADRON SECRETARY (SEC)

- Serve with rank of Lt/C
- Member of the Squadron Executive Committee
- Member of squadron bridge
- Assist Cdr
- Work with Cdr to complete Form OD-2 (for Officer Directory – Roster) and submit form to USPS headquarters shortly after squadron change of watch. In the event of an interim election or appointment, report such changes to USPS headquarters within ten days of the election or appointment
- Have custody of all corporate records, bylaws, and squadron corporate seal
- Attest to and affix corporate seal to written instruments when directed by the Executive Committee
- Keep record of all proceedings of squadron and Executive Committee, and other matters for which a record is deemed advisable
- No detailed records shall be kept relating to votes on applications for membership
- Keep up to date record of all members of squadron including for each member: name; address; telephone number; certificate date and number; rank; grade; merit marks; senior, life, and governing board emeritus membership dates; vessel data; and other pertinent information. See Operations Manual, paragraph 3.55, Page 3-26 for USPS, district, and squadron policy regarding use of a squadron roster by non-members. Publish squadron roster annually
- Keep and preserve all documents, records, reports, and official correspondence connected with the business of the squadron
- Report to USPS headquarters the name and address of persons admitted to membership, any transfers to the squadron, changes in membership or address of members, and election of officers. Report to the National Secretary any transfers from the squadron to unattached member status
- Send to squadron membership required notices of squadron and Executive Committee meetings and lists of nominees for elections
- Make a report at annual meeting of squadron and when requested by Cdr or Executive Committee
- Perform other appropriate duties as assigned by Cdr or Executive Committee, or as required by USPS policy
- *Ex officio* member of all committees in the Secretary's Department
- Committee chairs in the Secretary's Department are recommended by Sec and appointed by Cdr
 - Historian committee
 - Roster committee
 - Newsletter editor/publications
 - Computer systems/website
- Forward changes of address, resignations and deaths to USPS headquarters on Form HQ-102
- Send transfers, as approved to USPS headquarters on Form HQ110
- Submit reinstatements, with check for current year's USPS dues and assessments. If any, as required
- Request replacement of lost certificates, with check for the correct amount, with a letter of transmittal, to USPS headquarters
- Order membership pins and other miscellaneous items as required from USPS headquarters
- Attend District Council and Conference meetings; and if held, attend Sec meeting at conferences
- Attend Squadron Meetings, Executive Committee Meetings, and bridge meetings

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(Squadron Secretary continued)

- Read and be familiar with USPS bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order
- Study the Secretary's Manual downloadable from the Operations Manual Committee webpage (see Table of Contents in OM)
- Submit recommendations for merit marks for Secretary's Department to Cdr
- Turn over all records to successor at end of term

SQUADRON TREASURER (TREAS)

- Serve with rank of Lt/C
- Member of Squadron Executive Committee
- Member of squadron bridge
- Assist Cdr
- Supervise Squadron Treasurer's Department as directed by membership, Cdr, or Executive Committee
- Collect and hold, in the name of the squadron, all funds belonging to the squadron
- Pay all bills contracted by the squadron, which have been approved by the Executive Committee or head of a department or chair of a committee which has contracted the same by virtue of appropriations made by the Executive Committee or by the adopted budget
- Advise the Cdr and Executive Committee when expenditures are not in conformity with the squadron budget
- Provide financial reports
 - Make interim reports, including statements of receipts, disbursements and financial condition as directed by the Cdr or Executive Committee
 - Prepare an annual report as of the last day of the squadron's fiscal year
 - Make all financial records available for the Auditing Committee
- Keep and preserve an accurate record of all funds received and disbursed and of all squadron property
- Promptly send funds received from new members to USPS headquarters by first class mail
- Pay to the district to which this squadron is assigned any annual assessment. At such time and in such manner as directed to the district by first class mail
- Prepare and file in a timely manner all required federal, state and local tax and information returns
- Perform such other appropriate duties incident to the office as are required by USPS policy or as the Cdr or Executive Committee may direct
- *Ex officio* member of all committees in the Treasurer's Department
- Committee chairs in Treasurer's Department are recommended by Treas and are appointed by Cdr, and may include, depending on the Squadron Bylaws:
 - Property Officer
 - USPS Educational Fund representative, if applicable
- Provide information to Sec on members: (a) whose dues were timely paid; (b) who paid their dues late; and (c) who have resigned, transferred or did not renew
- If possible, attend at least one national meeting
- Attend District Council and Conference meetings; and if held, attend Treas meeting at conferences
- Attend Squadron Meetings, Executive Committee Meetings and bridge meetings
- Read and be familiar with USPS bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order
- Study the Treasurer's Manual downloadable from the Operations Manual Committee webpage (see Table of Contents in OM)
- Submit recommendations for merit marks for Treasurer's Department to Cdr
- Turn over all records to successor at end of term

SQUADRON EXECUTIVE COMMITTEE (EXCOM)

The ExCom consists of the squadron bridge, generally the most recent past commander willing and able to serve as provided by the squadron bylaws, and members qualified to vote from the general membership of the squadron (members –at-large). The number of members-at large is specified by the squadron bylaws.

- Meet monthly or when convened by the Cdr
- In general charge of the policy, management and finances of the squadron
- Vested with and has legal custody of squadron property
- Appropriates such sums as may be deemed advisable, within the limits of squadron resources, for the normal and usual operation of the squadron, including squadron, district, and USPS functions.
- Approve all bills contracted by the squadron prior to the bills being paid
- For the following year, make recommendations for presentation to the membership for approval in time for dues notices to be prepared and mailed to headquarters
- Take final action on applications for all classes of squadron membership
- Carry on the normal business of the squadron between meetings of the membership
- Fill any vacancy in an elective office in the squadron until the next meeting of the squadron membership or until a successor shall be duly elected
- Establish committees and appoint members thereto as may seem advisable and in the best interest of the squadron
- Consult with and advise the Cdr regarding appointments to squadron offices and committees
- With the advice of the Treas, choose depositories insured by an agency of the U. S. government, for squadron funds. For investment funds, the squadron may seek out higher yield investments recommended by a qualified professional.
- Approve the squadron annual budget for submission to the membership for adoption
- Enforce the authority given it by the squadron bylaws and take any necessary action consistent with USPS policy to advance the best interests of the squadron
- Work with Educational Department to determine courses and programs to be offered and the times and locations thereof.
- Invite the law officer to meetings where legal expertise is desirable
- Annually appoint one member to the Planning Committee and one member to the Budget/Finance Committee to replace members completing their final year on each committee
- Attend Squadron Meetings and ExCom Meetings
- If possible, attend District Council and Conference Meetings
- Read and be familiar with USPS bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order

ASSISTANT SQUADRON OFFICERS

The ExCom may authorize election of an Assistant Squadron Educational Officer, an Assistant Squadron Administrative Officer, an Assistant Squadron Secretary, and an Assistant Squadron Treasurer. Assistant officers:

- Serve with the rank of 1st/Lt
- Are **not** members of the squadron bridge
- Assist their principals, and accept direction and assignments from them
- In temporary absence or incapacity of their principals, act in the principals' stead
- Attend District Council and Conference meetings; and if held, attend appropriate district departmental meeting at conferences
- Attend Squadron Meetings, Executive Committee Meetings and bridge meetings
- The Assistant Secretary should study the Secretary's Manual, and the Assistant Treasurer should study the Treasurer's Manual, both downloaded from the Operations Manual Committee webpage (see Table of Contents in OM)
- Read and be familiar with USPS bylaws, District Bylaws, Squadron Bylaws, and USPS Operations Manual. Remember that approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS bylaws or policies or District Bylaws
- Be familiar with Robert's Rules of Order

GENERAL COMMITTEES

General Committee members are elected by the squadron membership and report to the membership. The committees may make informational only reports to the ExCom. Each General Committee elects its own chair. The number of members on each committee are determined by the approved Squadron Bylaws. In general, members of these committees should:

- Read and be familiar with USPS Bylaws, District Bylaws, Squadron Bylaws and USPS Operations Manual. Remember that the approved Squadron Bylaws take precedence over Model Bylaws and Operations Manual, but not USPS Bylaws or USPS policies or District Bylaws
- Be familiar with Robert's Rules of Order
- Attend Squadron meetings and ExCom Meetings

NOMINATING COMMITTEE

- Study the Nominating Committee Manual for Districts and Squadrons posted on the Leadership Development Committee webpage and also downloadable from the Operations Manual Committee webpage (see Table of Contents in OM)
- Annually select a nominee for each elective position in the squadron
- Deliver the committee report to the Squadron Secretary at least 40 days prior to the date of the district election
- Chair presents committee report the squadron membership

RULES COMMITTEE

- Responsible for Squadron Bylaws being consistent with USPS Bylaws, USPS policy, District Bylaws and latest Model Bylaws for Squadrons of USPS
- Review current Squadron Bylaws for adherence to the above at the beginning of each watch year and periodically during the watch year
- Prepare necessary recommendations for Squadron Bylaws to maintain consistency with policy and authority of USPS
- Prepare wording of proposed amendments as directed by ExCom, the membership, or proposed by its own initiative
- Interpret Squadron Bylaws and advises Cdr on procedural matters
- Chair may be asked by Cdr to serve as parliamentarian at membership and ExCom meetings
- Chair presents committee report to squadron membership

AUDITING COMMITTEE

- Examine all records of the treasurer at or near the end of the squadron fiscal year and chair reports committee's findings to the membership
- Perform additional financial review should a different person assume the office of treasurer prior to the end of the fiscal year and chair reports committee's findings to the membership

STANDING COMMITTEES

Standing Committee chairs and members are recommended by the Cdr and approved by ExCom or the membership, and report to ExCom

PLANNING COMMITTEE

- Makes recommendations for proposed changes benefitting the squadron in response to requests from ExCom the membership, or from within the committee
- File report to ExCom at the end of the district watch year

BUDGET AND FINANCE COMMITTEE

- Recommend policy concerning general reserves and operating funds as directed by ExCom
- Annually draft a detailed budget of operating expenses, anticipated income, and recommended dues to be levied against the members for the following budget year
- Any change in dues adopted by the membership will not take effect until the beginning of the USPS dues year
- Review treasurer's records and work with treasurer when establishing budget