

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**GENERAL RESPONSIBILITIES -
BRIDGE OFFICERS**

No. **01**

Date Created: 21 Mar 1998

Revised: 24 Mar 2012

1. Keep District Commander advised of departmental and committee activities. This can usually be accomplished by sending him copies of communications.
2. Keep fellow bridge officers aware of activities that would be of interest or affect their operation.
3. Maintain a correspondence file of all the communications received or sent during your term of office. Forward copies of matters of present interest to fellow officers.
4. At least one month before elections, confirm appointments made by the D/C of committee chairmen in writing, stating term of office as well as pertinent comments, if any, regarding duties or expectations. Offer assistance when needed. Copies of SOP 19 should be mailed to incoming seminar chairmen before D/9 Spring Conference.
5. Start a "Potential Officers" chart as back-up for each of the members in your department. Appoint assistant chairmen wherever possible. Assistants should be officers who have potential to succeed chairmen.
6. When representing D/C at squadron or other functions, contact him before the event for any instructions. After the event, send the D/C and other bridge and assistant officers a communication (see attachment SOP 1-a, "Squadron Change of Watch" form) advising of names and addresses of newly installed officers at Change of Watch ceremonies. Significant events, if any, should also be addressed.
7. When representing the D/C, forward to the squadron commander a "District Representative Advanced Information" form (see attachment form, SOP 1-b) to obtain the necessary information relative to participation in the squadron activity.
8. At squadron Change of Watch and Combined Change of Watch/Commanders Ball events, the D/C's representative administers the pledge of office to the squadron commander. Review D/C's responsibilities for the events with incoming Cdr before program starts. Also, the D/C's representative should be prepared to administer the pledge to bridge officers and executive committee members, and new squadron members.

NOTE: District representatives should not administer pledges to any squadron auxiliary officer. Auxiliaries are strictly an adjunct to the squadron and have no District affiliation.

9. The District representative should be familiar with all forms and books in the Commander's Kit so that any questions at change of watch ceremonies can be answered.
10. During visits to squadron events, make a point of observing the commander's performance and any indication as to potential for election or assignment to a District or National position.
11. Discuss with the squadron commander, and/or observe, the performance of his squadron members and their potential in District.
12. Advise the District Nominating Committee members of any squadron commander or P/C that you would recommend for consideration for an elected position at the District or National level.
13. Advise the D/C of any candidate that you recommend for consideration for appointment either in your department or in one of the other District departments.
14. Advise the D/C in advance if there is any item that you or one of your committee chairmen want put on the agenda for the Council or Conference meetings.
15. Make sure all sessions conducted by members of your Department at the conference will be covered. Requesting written response with copy of proposed meeting agenda is recommended. Appoint substitutes where necessary.
16. Send your Conference Officer's Report to the Secretary prior to the Fall and Spring conferences outlining all of your significant activities and accomplishments since the previous conference.
17. Submit a list of officers (usually requested in January) to the D/C recommending appointments for each of the positions in your department for the coming year.
18. Submit your recommendations for merit marks to the D/9 Commander prior to 15 October.
19. At the end of your term of office, dispose of all records in accordance with SOP No 29, Record Retention, and mail a note of appreciation to all your appointment officers and committee members.

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SOP 01 HISTORY:

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