

**UNITED STATES POWER SQUADRONS**  
**DISTRICT 9**  
**STANDARD OPERATING PROCEDURE**

Title:

**RESPONSIBILITIES OF DISTRICT  
COMMANDER**

No. **02**

Date Created: 22 Mar 1996

Revised: 13 April 2019

1. The District Commander (D/C) is both the executive head of the District and a National officer, being a member of the Governing Board and a member of the Executive Department under the National Executive Officer, to whom he reports.
2. All appointed district lieutenants serve for the term of and at the pleasure of the D/C. The selection of these chairmen is most important and must be done with a great deal of thought and also in consultation with the other bridge officers. Qualifications for the position and ability to serve should be considered. In order to provide district assignments for more members and keep a fresh approach, it is recommended that a committee chairman be retired from that committee after serving three consecutive terms.
3. To allow the D/C to impact the district with his programs for a full year, it is prescribed in SOP #19 that incoming committee chairmen shall preside over much of the seminar held by committee at the Spring Conference just prior to change of watch. For this reason, and to provide continuity, it is important for the incoming D/C to select his appointed lieutenants in time to allow for preparation for a smooth transition.
4. As ranking officer of the District, the D/C shall preside at all District Council and Conference meetings and serve as an *ex officio* member of all committees, except Auditing, Nominating, and Rules committees.
5. The D/C is responsible for creating a close bond among the District squadrons. It is incumbent on the D/C to visit each squadron in his District at least once a year and attend as many squadron functions as possible. In addition, it is a responsibility of the D/C to conduct the ceremonies in connection with the installation of new squadron officers. If it is not possible to perform these duties, he should designate a District lieutenant commander or other designee if a D/Lt/C is not available to represent him.
6. The D/C also serves as liaison with the squadron commanders on District and National affairs and it is his duty to keep all squadron commanders informed of such District and National matters as concern their squadrons by means of conference or council meetings, a District publication, correspondence or telephone. He should make certain that his name is on the mailing list of each of the squadrons of the District for their publications and announcements.

7. The D/C shall appoint an editor to the District publication, the INTERLAKER, in order to facilitate communication to the membership two times a year prior to the two District Conferences.
8. At times a squadron may fail to discharge the objects of USPS and may not be progressing satisfactorily. In such case, it is the obligation of the D/C to take up the matter with the squadron and, if possible, to remedy the situation. While most of these matters may be corrected by talking with the squadron commander, it is often advisable to have the squadron commander call a special meeting of the executive committee in order that the D/C may discuss the situation with them and explain the recommended action. The D/C may often suggest methods for dealing with the difficulty and revitalize the squadron. If this appears impossible and the collective desire of the squadron members is to request dissolution of the squadron, the activities in SOP # 44 are to be followed.
9. The D/C should make certain the squadrons of the District are acquainted with and follow the prescribed dues collection procedure and he should check with each commander before the dues deadline to be sure that all appropriate steps are being taken to encourage the retention of all Squadron members.
10. Sometimes he is the liaison between the Governing Board and the National officers and the squadrons of the District. For this reason, the D/C should keep in close touch with the National Executive Officer and should bring to the attention of the National Executive Officer all matters on which he should receive information or on which action is needed. In addition, when a D/C initiates some new procedure which will improve the operation of the District, he should bring the idea to the attention of the National Executive Officer. National matters of interest to the District will be reported to the District Commander who is responsible for seeing that National policies are effectively carried out in his District.
11. The D/C should attend the meetings of the Governing Board and be prepared to give a brief report on current activities within the District. If he cannot be present, he must have the District Executive Officer, or in his absence the District Administrative Officer, represent him. In the absence of the D/C, the District Executive Officer has the same voting privileges as the absent D/C, and in the absence of the District Executive Officer the District Administrative Officer has the same voting privileges as the D/C or the District Executive Officer.
12. The D/C presents the views of the District to the Governing Board after presenting the subject to his conference and council for consideration. It is at the conference or council meeting that he must determine the decisions of the squadrons on all matters listed on the agenda of a coming Governing Board meeting. Although the squadron commanders are members of the Governing Board, in the event of a card vote the D/C (or in his absence the District Officer or District Administrative Officer) shall cast one vote for the District and one for each of the squadrons comprising his District if authorized to do so. Such votes for the Squadrons shall be cast as instructed by the respective squadron commanders on behalf of their squadron or, in the absence of such instruction, the D/C may cast the votes at his discretion. It is imperative that

either the D/C or the District Executive Officer or the District Administrative Officer attend all Governing Board meetings.

13. The D/C must attend the meeting of the Executive Department preceding Governing Board meetings. The exchange of ideas in these meetings makes it possible for each D/C to profit by the experience of other Districts. Since the National Executive Officer serves as chairman of the meeting, it is often possible to clarify questions of policy and procedure.
14. The D/C should encourage the District Executive and Administrative Officers to attend Governing Board meetings and the Executive Department meetings which precede them.
15. The D/C should make certain each Squadron Commander understands that they are voting members of the Governing Board. The D/C should encourage each Squadron Commander to attend Governing Board meetings or to send the Executive Officer or representative. The D/C should make an effort to make these new members of the Governing Board feel at ease and help them to contribute effectively to the meeting.
16. The D/C is obligated to conduct extensive correspondence. He receives copies of communications from National departments to squadrons, except routine correspondence between the Educational Department and the local boards.
17. It is the obligation of the retiring D/C to pass on to his successor all files concerning District business transacted during his term of office, including National correspondence and directives from all departments, National manuals, merit mark recommendations, unused forms, etc. and business correspondence with the members of squadrons of the District. These files belong to the District. They can be valuable in assisting the new D/C to perform his duties and to maintain continuity in the District's work.

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**SOP 02 HISTORY:**

CREATED: 22MAR1996

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