

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**RESPONSIBILITIES OF EXECUTIVE
OFFICER**

No. **03**

Date Created: 21 March 1998

Revised: 24 Mar 2012

The general responsibilities of the District Executive Officer are listed in the Operations Manual and in the District 9 Bylaws. The following additional practices and guidelines are directed more particularly toward the activities in District 9. They are not necessarily limited as herein described. Initiative and ingenuity will play a great part in total performance.

1. Maintain the District calendar. Every effort should be made to have the squadrons' change of watch and commander balls' schedule completed at the Fall Conference.
2. Conduct the Commanders' seminar at the conference. (Minutes are not to be published.) The purpose of the Commanders' seminars is to promote an open discussion between the commanders and a communication channel to the bridge officers. Invite squadron executive officers to Fall Conference Commanders Seminar. Use this meeting as an opportunity to obtain commander photos for District Directory.
3. Coordinate the plans for the change of watch ceremony at the Spring Conference with the D/C, Conference Coordinator and host squadron commander and his committee chairman.
 - A. Advise Bridge Officers, National representative, Nom/Com Chairman of details of the ceremony.
 - B. Follow up to see that flags and P/D/C plaque are going to be available.
 - C. Develop meeting agenda as incoming D/C for period between change of watch and adjournment (outline should be included in outgoing D/C's meeting agenda).
4. Meet with the D/C and the treasurer before the District 9 change of watch to develop a recommendation for budget items for the coming year.
5. Develop and/or approve the plans for the Spring Dinner Dance.
6. Include in the Spring Dinner Dance program:
 - D. Presentation of gift to retiring D/C.
 - E. Presentation of gift to retiring D/C's spouse.
7. Periodically confer with the chairmen of all committees of his department to monitor the progress of the groups.

8. Maintain custody of the David and Robert VanRhee Memorial Bell. The bell is to be brought to the Spring and Fall Conference meetings to be used in the Departed Member Ceremony. It may also be used at other District functions at the discretion of the D/C.

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SOP 01 HISTORY:

CREATED: 21MAR1998

REVISED: 24MAR2012