

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**RESPONSIBILITIES OF
ADMINISTRATIVE OFFICER**

No. **06**

Date Created: 17 Nov 1993

Revised: 24 Mar 2012

The general responsibilities of the District Administrative 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. Follow-up on the Predicted Log chairman's plans for presentation of the "District Champion" and "Lafayette Daniel" trophy for novice competitor. Awards are presented at the Fall Conference.
2. Make sure all conference sessions to be conducted by members of the Administrative Department will be covered. Appoint replacements where necessary.
3. Coordinate the gift to the outgoing D/C and his spouse:
 - A. Send letters to squadron commanders and all District officers offering the opportunity to make a contribution for gifts.
 - B. Purchase gift for D/C. Contact members of his family for suggestions if necessary.
 - C. Purchase gift for Commander's spouse. Contact ladies of bridge officers for suggestions.
 - D. Have gifts wrapped and available at Spring Conference Dinner Dance for presentation by newly elected D/C.
4. See that the District Flag Officer purchases a P/D/C flag at District expense. Have flag available at Spring Conference Change of Watch for presentation by new D/C.
5. Purchase P/D/C plaque at District expense; have available at the Spring Conference Change of Watch for presentation by new D/C.
6. Start a collection of pictures from fellow officers and purchase a suitable album for mounting pictures of the D/C and his family at various functions, expenses to be charged to the District. Have the completed album at the Spring Conference Dinner Dance for presentation by the new D/C. It is suggested that the collection of pictures start immediately upon the D/C's term of office to have the greatest variety of events covered. Check with D/9 photographer on coverage of D/9 events. Assign others at event to take photographs if D/9 photographer cannot be present.

7. Periodically confer with the chairmen of the Administrative Department to monitor progress.

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SOP 06 HISTORY:
CREATED: 17NOV1993
REVISED: 24MAR2012