

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**RESPONSIBILITIES OF DISTRICT
SECRETARY**

No. **07**

Date Created: 20 Oct 2001

Revised: 24 Mar 2012

The general responsibilities of the District Secretary 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 utilization of available technologies where practicable to improve efficiencies and reduce unnecessary costs will play a significant part in total performance.

1. DISTRICT COUNCIL MEETING

A. Mail or e-mail (preferred) council meeting details to all members of the council (elected District bridge officers; past district commanders and past district educational officers of D/9 who are active members of district squadrons; the Chairs of Nominating, Rules and Auditing committees and the squadron commanders) at least 30 days before the date of the meeting to include the following:

1. District Commander Call to Council Letter (includes date, time, place, & uniform of the day)
2. Agenda Issue Request form
3. Map to Location
4. Host Squadron Commander letter (if provided)
5. Secretary's cover letter outlining data packet contents
6. Any other documents as directed by the District Commander or as deemed appropriate by the Secretary for the good of the district.

B. Mailing or emailing of Council meeting details (ref. 1.A.) may be consolidated and combined with those of the Conference (ref. 2.A.) as directed by the District Commander, or as deemed appropriate by the Secretary for the good of the district if:

1. Council and Conference meetings are held at the same location.
2. Council and Conference meetings are held within the same 24 hour period;
3. Is mailed in compliance with the 30 day Council Meeting notice requirement.

C. Items to bring to Council Meeting

1. Copies of previous council meeting minutes to be approved
2. Copies of previous council report (includes attendance, minutes, officer reports)

3. Recording equipment
4. Extra report forms
5. Copies of current District bylaws
6. Tabulation of squadron membership totals as provided by USPS HQ

D. Duties to perform at Council Meeting

1. Take roll call of squadrons present or otherwise determine quorum as directed by the District Commander
2. Distribute previous council meeting minutes and/or complete report to members of council as requested
3. Take minutes at the council meeting
4. Record council meeting

E. Post Council Duties

1. Prepare a draft set of minutes and forward to the District Bridge for corrections.
2. Make corrections as required and hold minutes for inclusion in the Council/Conference report packet.
3. Before next council arrange to print sufficient hard copies of council minutes to satisfy distribution requirements outlined in item 1.C.2.

2. DISTRICT CONFERENCE MEETING

A. Mail or e-mail (preferred) conference meeting details to all the members of council (ref. 1.A.), squadron education officers, National Secretary, the National Representative and National Officers within the District at least 30 days before the date of the meeting to include the following:

1. District Commander Call to Conference Letter (includes date, time, place, & uniform of the day)
2. Agenda Issue Request form
3. Officer Report form
4. Map to Location
5. Host Squadron Commander letter (if provided)
6. Secretary's cover letter outlining data packet contents
7. Any other documents as directed by the District Commander or as deemed appropriate by the Secretary for the good of the district.

B. Items to bring to Conference Meeting

1. Copies of previous conference meeting minutes to be approved
2. Copies of previous conference report (includes attendance, minutes, officer reports, and seminar attendance details)
3. Recording equipment
4. Officer Report forms
5. Copy of current district bylaws
6. Tabulation of squadron membership totals as provided by USPS HQ

C. Duties to perform at Conference Meeting

1. Take roll call of squadrons present or otherwise determine attendance as directed by the District Commander
2. Distribute previous conference meeting minutes to delegates
3. Take minutes at the conference
4. Record conference

3. DISTRICT CONFERENCE DELEGATES

- A. Mail or e-mail (preferred) a letter to all squadron commanders at least 30 days before conference regarding delegate selection.
- B. Include number of delegates allowed based on total active membership as of month end January (Spring Conference) or month-end August (Fall Conference).
- C. Include instructions to submit to the Assistant Secretary before the conference meeting convenes a list of delegates in attendance.

4. POST CONFERENCE DUTIES

- A. Send adopted resolutions for Governing Board action to the National Executive Officer with copies to the District bridge within 30 days of the conference
- B. Prepare a draft set of minutes and forward to the District bridge for corrections
- C. Prepare and distribute Council/Conference report packet within 30 days of the conference (includes attendance, council and conference minutes, district officer reports, and seminar reports). Hard copy distribution shall include squadron commanders, District bridge officers, National Executive Officer, National Secretary, the National Representative and District Historian.
- D. Forward report packet to Computer Systems Officer for posting on district web site.
- E. Do not include minutes of Commanders Meeting in the conference meeting minutes or report.
- F. Notify Council and squadron education officers when report has been posted to web site.
- G. Before next conference arrange to print sufficient hard copies of conference minutes to satisfy distribution requirements outlined in item 2 C. 2.

5. RECORDS

- A. Resolutions presented to National which have not been resolved.

- B. Items referred or still in committee.
- C. Forward one hard copy of council report with approved minutes to District Historian.
- D. Forward one hard copy of conference report with approved minutes to District Historian.
- E. Keep digital copies of all pertinent Secretary records.

6. SUPPLIES

- A. Provide District 9 letterhead template in digital form, as requested, to:
 - 1. Bridge officers
 - 2. Committee Chairs
 - 3. Past District Commanders
- B. District officers may add rank, name, grade, and other details as appropriate utilizing their own printing facilities

7. SECRETARY'S DEPARTMENT

- A. Assistant Secretary (Elected) Rank: D/1st/Lt
- B. Historian (Appointed) Rank: D/Lt
- C. Computer Systems Chair (Appointed) Rank: D/Lt
- D. Webmaster (Appointed) Rank: D/Lt
- E. ENSIGN Correspondent (Appointed) Rank: D/Lt
- F. Publications Committee Chair (Appointed) Rank: D/Lt
- G. Squadron Secretary's Seminar Coordinator (Appointed) Rank: D/Lt

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SOP 07 HISTORY:
CREATED: 20OCT2001
REVISED: 14MAR2009
REVISED: 24MAR2012