

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**RESPONSIBILITIES OF ASSISTANT
SECRETARY**

No. **08**

Date Created: 21 Mar 1998

Revised: 24 Mar 2012

The general responsibilities of the District Assistant Secretary are listed in the Operations Manual and in the District 9 bylaws. The following 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. Assist the secretary in performing his duties at the council and conference meetings.
2. Provide and collect voting and attendance cards plus attendance sheets as applicable from all members at the council and conference meetings.
3. Tabulate the attendance records for all meetings including the council, conference, and seminar meetings and forward the tabulation to the secretary immediately after the conference.
4. Be prepared to take the minutes at the council and conference meetings in the absence of the secretary.
5. Mail a copy of the D/C's welcoming letter to the new member of District 9 squadrons.
6. Perform all other duties assigned by the Secretary.

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SOP 08 HISTORY:

CREATED: 21MAR1998

REVISED: 24MAR2012