

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**SQUADRON COMMANDERS
CONFERENCE SEMINAR**

No. **18**

Date Created: 28 Aug 1996

Revised:

1. The purpose of the Squadron Commanders Seminar is to promote communications between the commanders and the District officers and to provide an opportunity for interaction among the commanders.
2. The Spring meeting is restricted to squadron commanders only, or the executive officer if the commander is absent, whereas the Fall meeting should be attended both by commanders and executive officers.
3. The District Executive Officer shall be the presiding "discussion coordinator" for the group.
4. The meeting is to be conducted in an informal manner with only enough structure to encourage communication and participation.
5. There are to be no minutes. The information discussed in the meeting is to be considered confidential unless it is decided that a particular recommendation or proposal should be forwarded to the conference meeting.
6. The District Executive Officer should present any proposals or recommendations agreed upon at the meeting to the conference meeting. The District Executive Officer may, at his option, delegate this task to a squadron commander.
7. The squadron commanders should be:
 - A. encouraged to attend the USPS Governing Board and Annual Meetings;
 - B. reminded of the voting procedure and proxy rules at the USPS Governing Board and Annual Meetings.
 - C. reminded to coordinate voting registration at Governing Board and Annual Meetings to insure that all voting privileges are exercised;
 - D. reminded that all dates for change of watch and commanders balls must be submitted to District Executive Officer no later than the Fall Council Meeting, avoiding dates that conflict with previously announced district or national meetings.
 - E. reminded that all information for the District directory must be presented to the District Directory Chairman immediately after each squadron's change of watch.

However, commanders are encouraged to get the data in earlier if possible to help facilitate early publication.

8. The Spring meeting should include the introduction of the District Executive Officer elect who will preside at the next two meetings.
9. At the Fall meeting, protocol procedures should be reviewed to cover:
 - A. Inviting the D/C to squadron change of watch and commanders ball events. It should be explained that the D/C cannot attend all functions and must assign officers to represent him at times.
 - B. The need for timely invitations to the above, as well as prompt replies to requested information. Each bridge officer will be going to several events. The assignments must be developed so that ample time is allowed for communication with the squadrons.
 - C. Paying the expenses of the D/C or his representative who attends the change of watch or commanders ball. It has been the custom of the squadron to pay these expenses; however, each Officer will be prepared to pay his own expense if the squadron's financial situation is such that it would be detrimental to pay such expenses.
10. A special session shall be conducted at each fall conference devoted to the preparation of the Executive Officer for the squadron commander position. (SR 49, Conference. 5-84, p. 13)

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<p>SOP 18 HISTORY: CREATED: 28 Aug 1996 REVISED:</p>
