

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

CONFERENCE SEMINAR CHAIRMEN

No. **19**

Date Created: 17 Nov 1993

Revised:

1. The primary responsibilities of the officers conducting seminars at District conferences are:
 - A. Orientation and training of new squadron committee chairmen and committee members.
 - B. Dissemination of information from National.
 - C. To encourage the exchange of ideas.
2. The general guidelines are:
 - A. Send out invitations to squadron counterparts to attend meetings and solicit agenda items.
 - B. Conduct seminars and provide opportunities for all to participate equally.
 - C. Offer to visit squadron committee meetings to provide guidance and advise.
 - D. Provide hand-out material when applicable.
 - E. Provide display of National material when applicable.
 - F. Contact the respective department head during the conference luncheon to advise of any report that will be given from the floor of the afternoon conference.
 - G. If applicable, hand out material describing National or District awards.
 - H. Develop motions and obtain majority committee approval of motions to be put before the afternoon conference meeting.
 - I. Write minutes of the meeting (outline major points; detailed motions).
 - J. All seminar coordinators must forward a copy of their meeting minutes to the secretary no later than 15 days after the conference.
 - K. Train an assistant who can take over in your absence. If a committee chairman will be unable to conduct a seminar, it is his responsibility to be sure that there will be a capable member to run that seminar and to make an agenda and as much other preparation as possible. The chairman must advise his respective bridge officer of the change and his actions.
 - L. Recommend an assistant who can assume the chairman's responsibilities upon his retirement.
 - M. Inform the respective department head of pertinent seminar activities.

3. Spring Conference Meeting

- A. The committee chairman will open the seminar and cover any old business. Immediately following that he will introduce the incoming chairman for that committee, if one has been selected. The incoming chairman will be responsible for the balance of the seminar and the minutes.
- B. Discussion should be primarily directed toward newly appointed squadron committee chairmen and members.
- C. Time should also be provided to discuss problems encountered by returning members of the group.
- D. Conduct voting where necessary to obtain majority consensus on motions to be presented at the afternoon conference meeting.

4. Fall Conference Meeting

- A. Primarily directed through dissemination of:
 - 1. new material from National;
 - 2. interchange of ideas from squadron committee chairmen/members.
- B. Be alert for newly appointed committee chairmen and members who will require orientation.
- C. Provide more time for open discussion and interaction between squadron members.
- D. Conduct voting where necessary to obtain majority consensus on motions to be presented at the afternoon conference meeting.

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<p>SOP 19 HISTORY: CREATED : 17NOV1993</p>
