

**UNITED STATES POWER SQUADRONS**

**DISTRICT 9**

**STANDARD OPERATING PROCEDURE**

Title:

**ORIENTATION FOR NEWLY ELECTED  
BRIDGE OFFICERS**

No. **23**

Date Created: 17 Nov 1993

Revised: 27 October 2012

1. Represent the District commander at various squadron change of watch ceremonies and commanders balls as requested.
2. Immediately following the change of watch where you have represented the District commander, forward an intra-staff memo to the District commander and each bridge officer listing the new squadron bridge officers and addresses. Also include in the memo any significant information that would be of interest.
3. Be prepared to administer the following pledges:
  - A. Installing a new commander
  - B. Installing new bridge officers
  - C. Installing other elected or appointed officers; i.e., executive committee, committee chairmen, etc.
  - D. Installing new members.

NOTE: It is not appropriate to install local squadron auxiliary officers.
4. Be prepared to suggest a change of watch program. In some squadrons, especially the smaller ones, procedures and traditions become forgotten and it is necessary to assist in last minute procedures.
5. Become familiar with all the forms in the squadron commanders kit.
6. The secretary will provide electronic letterhead template(s) for D/9 Bridge Officer correspondence.
7. The District Commander normally hosts a hospitality room on the Friday night preceding a D/9 conference. Attendance per invitation by the D/C (attendance by bridge officers assumed). Dress code for bridge officers as determined by the D/C. The district hospitality room will conclude in time to permit visitation of squadron hospitality rooms by the D/C, Bridge, and National Representative.
8. Squadrons usually pay the expenses of the District commander or his representative when they attend change of watch or commander's ball functions. However, be prepared to pay your own expenses
9. The District commander will have at least two bridge officer's meetings; they usually are just before the conference. Other meetings may be held.

10. Immediately after taking office, write to your committee chairmen offering assistance and thanking them for taking their jobs. If applicable, provide them with copies of the appropriate District Standard Operating Procedures.
11. At each conference make sure each meeting scheduled by your department will be covered by a chairman.
12. After the conference dinner dance, assist the other bridge officers in entertaining the National representative and his spouse. Make sure they are not left unattended.
13. The District commander usually has a cocktail party before the Saturday night conference dinner dance. The party will proceed as a group to the ballroom for dinner.
14. There will be a processional at the Spring Conference dinner dance for the bridge officers and guests at the head table to enter the ballroom. This will be coordinated by one of the conference staff members.
15. In the fall, the processional is optional; however, the bridge officers' entrance to the ballroom will be coordinated.
16. If you are unable to attend a National or GIS meeting, advise the District commander as soon as possible. Attendance is highly desirable.
17. The District commander usually will schedule cocktail parties and have one of his officers coordinate plans for dinner (except Saturday night dinner, of course) at National and GIS meetings.
18. As indicated above, there are many business meetings and social events. The District commander should be kept informed of your attendance plans.
19. When at National and GIS meetings, try to have someone attend the meetings related to your department.
20. Upon return from the National and GIS meetings, advise your committee chairmen of any need-to-know information.
21. Be sure that you receive and read the current District 9 SOPs, Standing Rules and Bylaws.