

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

ORGANIZATION

No. **24**

Date Created: 20 Oct 2001

Revised:

1. COMMANDER'S STAFF

- A. Chaplain
- B. Flag Lieutenant
- C. Photographer/Videographer
- D. Interlaker Editor (SOP #35)
- E. Law Officer
 - 1. Law Officer-Indiana
- F. New Squadron Development Officer
- G. Parliamentarian
- H. Conference Coordinator (SOP #34)
 - 1. Assistant Conference Coordinator
- I. Planning Committee Chairman
 - 1. Operations Manual Officer (SOP #32)
- J. Merit Mark Officer
- K. National Meetings Coordinator
- L. Aides
- M. Attitude Adjustment Coordinator
 - 1. Assistant Attitude Adjustment Coordinator

2. EXECUTIVE DEPARTMENT

Department Head: District Executive Officer

- A. Squadron Commanders
- B. Liaison Officer
- C. Public Relations Committee Chairman
- D. Boat Show Chairman (SOP #30)
- E. Parade Coordinator
- F. Safety Committee Chairman
- G. Legislative Officer - Michigan
- H. Legislative Officer - Indiana
- I. Cooperative Charting Committee Chairman
- J. District Directory Editor (SOP #15)
 - 1. District Directory Advertising Coordinator

K. Aides

3. EDUCATION DEPARTMENT

Department Head: District Educational Officer

Assistant: Assistant DEO

A. Squadron Educational Officers

B. Advanced Grades Committee Chairman

1. Boating Seminar Coordinator
2. Seamanship Seminar Coordinator
3. Piloting Seminar Coordinator
4. Advanced Piloting Seminar Coordinator
5. Junior Navigator Seminar Coordinator
6. Navigator Seminar Coordinator

C. Elective Courses Committee Chairman

1. Engine Maintenance Seminar Coordinator
2. Instructor Qualifications Seminar Coordinator
3. Marine Electronics Seminar Coordinator
4. Sail Seminar Coordinator
5. Weather Seminar Coordinator
6. Cruise Planning Seminar Coordinator

D. Teaching Aids Chairman

E. Learning Guides Officer

4. ADMINISTRATIVE DEPARTMENT

Department Head: District Administrative Officer

A. Auxiliary Advisor

B. Membership Committee Chairman

C. Member Involvement Committee Chairman

D. Kid's Crew Coordinator

E. Meetings and Programs Seminar Coordinator

F. Operations Training Committee Chairman

1. Squadron Executive Officers Seminar Coordinator
2. Squadron Administrative Officers Seminar Coordinator
3. Squadron Secretary's Seminar Coordinator
4. Squadron Treasurers Seminar Coordinator

G. Boating Activities Committee Chairman

1. Trailer Boating Coordinator
2. Port Captains Coordinator
3. Fall Cruise Coordinator
4. Cruise and Rendezvous Coordinator
5. Sail Activities Committee Chairman

H. Predicted Log Activities Committee Chairman

I. Aide

J. Awards Committee Chairman

- K. Member Enhancement
- L. Boating Course Cruise Chairman
- M. D/9 Rendezvous Chairman or Co-Chairmen

5. SECRETARY'S DEPARTMENT

Department Head: District Secretary
Assistant: District Assistant Secretary

- A. ENSIGN Correspondent
- B. Publications Committee Chairman
- C. Historian (SOPs #28, #29)
- D. Computer Systems Chairman
- E. Webmaster

6. TREASURER'S DEPARTMENT

Department Head: District Treasurer

- A. Property Officer

7. STANDING COMMITTEES

- A. Budget & Finance Committee (D/9 Bylaws)
- B. Personnel Committee (D/9 Bylaws)
- C. Trophies and Awards Committee (SR #36, SOPs #16, #17)
- D. Planning Committee (D/9 Bylaws, SOP #14 - Commander's Staff)
- E. Educational Fund Representative (D/9 Bylaws - Commander's Staff)
- F. Membership Committee (D/9 Bylaws - Administrative Department)
- G. Member Involvement Committee (D/9 Bylaws - Administrative Department)
- H. Law Committee (D/9 Bylaws - Commander's Staff)

8. GENERAL COMMITTEES

- A. Nominating Committee (D/9 Bylaws, SOP #31)
- B. Rules Committee (D/9 Bylaws, SOP #13)
- C. Auditing Committee (D/9 Bylaws)

9. DISTRICT 9 SQUADRON ORIGINS

See the following chronology and organization charts:

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SOP 24 HISTORY:

CREATED : 20OCT2001

REVISED: