

UNITED STATES POWER SQUADRONS
DISTRICT 9
STANDARD OPERATING PROCEDURE

Title:

**GENERAL RESPONSIBILITIES –
DISTRICT FLAG LIEUTENANT**

No. **39**

Date Created: 13 Sep 2003

Revised:

1. The District Flag Lieutenant's (D/F/Lt) presence is required at the following meetings in which the District Commander (D/C) either attends or presides:
 - A. USPS Annual Meeting
 - B. USPS Governing Board meetings
 - C. District Council meetings
 - D. District Bridge meetings (upon request)
 - E. District Conferences
 - F. Other meetings attended by the D/C (upon request)
2. USPS National Meetings
 - A. The main function of the D/F/Lt at National meetings is to assist the D/C. Duties will vary to accommodate the present D/C's needs. They may include, but are not limited to, delivering messages, contacting people, and overseeing the district hospitality room (i.e., ensuring ice is ordered well in advance).
3. District Council Meetings
 - A. The D/F/Lt will arrive early to set up:
 1. A head table for the six Bridge Officers allowing a double space for each
 2. A separate table at the front center reserved for P/D/Cs
 3. Sufficient tables to accommodate squadron commanders (placed for best communication and viewing)
 4. Seating for additional members attending
 5. Rostrum
 6. Microphone
 7. Ensure all required flags (Bridge Officer, U. S., and USPS) are present and displayed in accordance with the USPS Operations Manual as determined by the National Flag & Etiquette Committee. (At the head table, Bridge Officer flags are

- to be hung vertically beneath the corresponding nameplate with tridents facing the U. S. flag.)
8. Appropriately place Bridge Officers' nameplates on the head table and place squadron commanders' nameplates on their reserved tables.
 9. If lunch is provided, ensure a member of the Host Squadron is available to collect the luncheon cost.
 10. Distribute D/C handouts.
 11. Inform the D/C of any significant or last-minute changes.
 12. Anticipate potential problems and attempt to solve them before the D/C officially calls the meeting to order.
4. Bridge Meetings
- A. Arrive early to ensure the room is ready and properly set up.
 - B. Distribute D/C handouts to Bridge Officers.
 - C. Ensure all Bridge Officers are present prior to the call to order.
 - D. Be available to assist the D/C before, during, and after the meeting.
5. District Conferences
- A. The D/F/Lt is responsible for overseeing all aspects of District Conference activity, therefore, must be aware of the complete agenda and who is responsible for each item. This allows the D/F/Lt to monitor activities and troubleshoot problems before they occur.
 - B. Flags & Nameplates:
 1. If the upcoming conference is a Change of Watch, ensure there are sufficient 12" x 18" flags for:
 - (a) D/Lt 25
 - (b) Chaplain 1 (if new)
 - (c) D/1st/Lt 1 (2 with new ADEO)
 - (d) D/F/Lt 1
 - (e) D/Lt/C 2 (if a new DEO)
 - (f) D/C 1
 - (g) P/D/C 1
 2. The D/F/Lt is responsible for procuring flags for new Bridge Officers, newly appointed positions, the new P/D/C, and P/D/Lt/Cs. They should be ordered well in advance of the conference. The supplier is Prestige Flag, San Diego, California, who attends most Governing Board meetings.
 3. Order the printing of nameplates for new Bridge Officers (names will be available from the Nominating Committee or Call to Conference). American Sign Shops is

the current supplier. The name and grade of the new officer should appear on the top two inches of a four-by-twenty-inch plastic strip. Provide the printer with a sample for uniformity. The lower two-inch strip is used to display the name of the office the new officer holds. Both strips are inserted in plastic holders. Provide a nameplate for the Host Squadron Commander (can be computer-generated).

4. Items Required for the District Conference:

Scotch Tape & String	Squadron Burgees	Pens & Wide-Tipped Markers
Tacks & Carpet Tape	Scissors	Knife
Paper Punch	USPS Ensign	Post-It Notes
Events Room Schedule	D/9 Roster	Latest THE ENSIGN Magazine
Nameplates & Holders	Officers Flags	Large District Pennant
USPS Ensign	American Flag	*USCG Auxiliary D/9 Flag
*Canadian Flag	*Canadian Power & Sail Flag	
New Bridge Member Flags	New D/Lt Flags	Flag Stands

*Required if members of the Canadian Power & Sail Squadrons (CPS) and USCG Auxiliary are in attendance.

C. Hotel Walkthrough:

1. Select a contact person, i.e., Squadron Conference Coordinator, to advise you of key conference and hotel personnel for assistance in keeping activities on track. Discuss any potential problems the D/C should be made aware of.
2. Set up a hotel walkthrough with the D/C and host squadron to determine room arrangements for the business meeting and the dinner meeting/dance. Ensure proper arrangements have been made with the hotel for the luncheon and dinner head table seating. At the luncheon officers need a double space to spread out their paperwork. Additional seating for the Host Squadron Commander and spouse will be required at the dinner dance head table. If there is a new DEO, determine if the outgoing DEO and spouse are to be included at the head table (at the D/C's discretion, they usually are). Provide the Master of Ceremonies for the dinner dance a list of the Bridge Officers in the order they will be introduced making sure the pronunciation of names is understood. Determine if the D/C wishes the D/1st Lts to be introduced at the dinner dance. If so, they will be introduced first and be seated at their home squadron tables. The Squadron Conference Coordinator can provide you with their seating location. Be sure the D/1st Lts know the approximate location so they may proceed directly to their seats.
3. Determine where and how the squadron burgees and district pennant will be displayed and if the hotel has given permission to hang them.
4. At the Change of Watch determine where the Bridge Officers will retire to when dismissed from the bridge and if they are to be escorted when they return to the bridge.
5. Ensure the dinner dance seating arrangement allows adequate space for the head-table group to march to their table.

6. Select a room/area where the Bridge can assemble after the District Hospitality Room is closed and while the general members are taking their seats at the dinner dance (15-20 minutes).
7. Ensure the Host Squadron has arranged for two microphones at the lunch and dinner meetings. At the luncheon one will be required at the head table and one on the floor in front of the head table. At the dinner dance one will stay at the rostrum at the head table and the second one will be placed near the entrance door for the Master of Ceremonies to use.

D. Friday Evening District Hospitality Room:

1. Guests: D/Lts and First Timers
2. The order of choice in Hospitality Rooms is: the D/C, the Host Squadron, the next Host Squadron, and then other squadrons in order of their size.
3. Make sure there is a refrigerator and note its size, is there adequate storage, determine where the refreshment table will be set up, and look for potential problems.
4. Ensure all supplies for the Bridge meeting are in the room before the meeting. Assist the District Attitude Adjustment Director in allowing no interference during the meeting. If necessary, move reception supplies into the D/C's sleeping room.
5. Ensure arrangements have been made for 100 lbs. of ice, both Friday and Saturday, and that it is to be delivered no later than 2 hours before the receptions.
6. Assist in moving reception supplies into the room.

E. Friday Evening Bridge Officers' Dinner:

1. The District Administrative Officer arranges the Friday night dinner for the Bridge. It may be held in the hospitality room or the hotel restaurant at the D/C's discretion. Determine where it will be held and assist the Administrative Officer by checking an hour before the dinner to ensure the room is ready, set up properly, and that the meal will be served on time. Approximately 15 minutes before a restaurant dinner, gather Bridge Officers, the Host Squadron Commander, and the National Representative in the hall outside the Hospitality Room. Escort them to the dining room.
2. Following the dinner, Bridge Officers visit the Squadron Hospitality Rooms beginning with the Host Squadron, the D/C's, and the next Host Squadron.

F. Saturday Morning Coffee:

1. If the D/C holds a coffee for the Squadron Commanders, be available to assist at the D/C's request.

G. Prior to Saturday Luncheon:

1. Check the head table for twice-the-normal seating space. Place the nameplates and officer flags. Ensure there is special seating for the P/D/Cs and guests and

they know where they are to sit. Provide an empty chair for the outgoing D/C if it is a Change of Watch conference. Place the American flag on the left-hand side of the head table (looking toward the head table). When a member(s) of the CPS is in attendance, the Canadian flag is placed to the right of the American flag (left of the rostrum). The USPS Ensign is placed to the right of the rostrum (looking toward the head table) with the CPS flag right of the Ensign. Hang the squadron burgee string and District Pennant behind the head table if the hotel allows it. Check the microphones. See that the guests are properly seated and hosted. Arrange seating at the luncheon and dinner dance for yourself (as D/F/Lt), preferably at the guest table so you are accessible to the D/C and can assist in hosting the guests.

H. Change of Watch Business Meeting:

1. Before the new officers are called to the Bridge, make sure they (and escorts, if requested) are in the proper position to be called up to the Bridge.
2. Change the nameplates at the head table to reflect the physical movement of the Bridge Officers as well as their title. A second person may be needed to provide a smooth transition.
3. Distribute the proper flags to the new appointees after the meeting. Each Bridge Officer has a traveling flag box, marked for the office they hold, to take to official functions. They must be returned at each District Change of Watch.

I. Saturday Evening Reception:

1. Guests: Squadron Commanders, P/D/Cs, National Officers
2. Assist in setting up the room, solve minor problems, arrange introductions, and help the D/C move freely and talk with all the guests.
3. Determine when the D/C wants the room closed and then close it on time. Arrange to have the room cleaned so the D/C can have private guests return later in the evening. Enlist the help of the Attitude Adjustment Director and Aides.
4. Determine when the D/C wants the room opened after the dinner dance and then open it at that time. Ensure adequate ice and supplies. Offer your services as bartender. Help clean up after the guests leave.

J. Saturday Evening Dinner Dance:

1. The D/F/Lt is responsible for ensuring the National Representative's gift is out of view until it is presented at the dinner dance. If it is a Change of Watch, there will also be gifts for the outgoing Bridge Officer(s). Take them to the dinner dance and keep them out of view until the presentation. Have the P/D/C and P/D/Lt/C flags available for presentation.
2. Ensure plaques for the outgoing D/C and DEO are available for presentation. Responsibility for their purchase is with the incoming D/C and DEO from donations collected for outgoing gifts.

3. Prior to the head-table group's entrance, make sure the microphones are working and the official guests are seated.
4. Fifteen minutes before dinner, escort the head-table group to the predetermined room/area. Have the District Photographer there to take photos and discuss where they should stop for photos as they march into the dining room. Collect ladies purses, attach post-it notes with their name, and deliver them to the proper seats at the head table. Discuss the marching order and assist in lining them up as follows: Host Squadron Commander and mate, Secretary and mate, Treasurer and mate, DEO and mate, Administrative Officer and mate, Executive Officer and mate, P/D/C and mate, National Representative and mate, D/C and mate.
5. Remove and store all flags and nameplates after the dinner when dancing begins.

K. Sunday Wrap-Up Meeting:

1. Attend the Sunday Wrap-Up meeting if you have a concern regarding any of the procedures or protocol, which would require discussion.

* * * *

SOP 39 HISTORY:

CREATED : 13 Sep 2003

REVISED: