



Cocoa Beach



JOB DESCRIPTIONS

Executive Committee:

Consists of four members at large and all bridge members to fulfill the following:

- Designates depositories for squadron funds in conjunction with the treasurer
- Makes appointments to standing committees
- Advises commander on other appointments
- Hears reports of committees
- Takes action on any proposals brought by the committee and/or general membership

Commander:

Ranking officer of squadron, elected annually to fulfill the following:

- Answers to the squadron members and the wishes of the Executive Committee
- Ex officio member of all committees except Auditing, Nominating & Rules
- Appoints delegates to Conferences & Governing Boards
- Voting Member at national meeting & district meetings (Council & Conference)
- Presides at all squadron general membership & executive committee meetings

Department Committees:

- Commander's Aide
- Merit Marks:
- Chaplain:
- Squadron Awards Officer:
- Operations Training:

Executive Officer:

Elected annually to provide the following:

- Oversees the committees that deal with the external functions of the squadron
- Is ex-officio member of all committees in department
- In the absence of the commander assumes such duties as needed
- Executes end-of-term turn over

Department Committees:

- Public Relations:
- Member Services:
- Facebook Officer:
- Website:
- Boat Show:
- Liaison:
- Vessel Safety Check & Safety Committees:

Education Officer:

Elected annually to manages the Educational Department by fulfilling the following:

- Schedules courses, seminars, and reserves classroom space
- Orders books and exams
- Prepares the annual department budget
- Trains & certifies instructors
- Assures that all educational needs are met
- Member of District Educational Dept.
- Serves as liaison for information received from district and national
- Gives proper turnover at the end of term

Assistant Education Officer:

Provides support and back-up for the education officer.

Department Committees:

- Chair / Local Board / Boating:
Coordinator ABC3:
- Educational Registrars:
- Chair / Local Board / Advanced Grades:
Instructor /Boat Handling:
Instructor/Marine Navigation:
Instructor / Advanced Marine Navigation:
Instructor / Off-Shore Navigation:
Instructor / Celestial Navigation:
SN Chair / Celestial Sights, JN:
- Chair / Local Board / Elective Courses:
Instructor / Weather
Instructor / Engine Maintenance:
Instructor / Marine Electrical:
Instructor / Marine Communications
Instructor/ Electronic Navigation:
Instructor / Sail
Instructor / Instructor Development
Instructor / Cruise Planning
Radar for Boaters:
Jump Start:

Administrative Officer:

Elected annually to oversee the committees that deal with the internal functions of the squadron.

- Ex officio member of all committees in administrative department
- In the absence of both the commander and executive officer, performs such duties as needed
- Executes end-of-term turnover

Assistant Administrative Officer

Provides back-up and support of all duties

Department Committees:

- New Member Mentoring Committee:
- Programs Committee
- Meeting Refreshment Committee
- Boating Activities Committee

Secretary:

Elected annually to fulfill the following actions pertaining to the squadron records:

- Responsible for all the non-financial records
- Responsible for squadron correspondence,
- Responsible for calls for meetings and minutes of all official squadron meetings.
- Responsible for maintaining roster
- Completes annual OD-2 form to national organization
- Retains Corporate Seal
- Complete end-of-term turnover

Assistant Secretary:

Elected annually to fulfill the duties of the secretary as needed

Department Committees:

- Historian
- Communications Office
- Roster Officer
- Yearbook Officer
- Photography Committee

Treasurer:

Elected annually to oversee the finances of the squadron by fulfilling the following:

- Collect and disburse squadron funds
- Keep appropriate records, make required reports
- File tax federal tax records and forms
- Ensure all squadron funds properly accounted for and in proper depositories
- Work closely with Budget & Finance, and Auditing Committees
- Complete end-of-term turnover

Assistant Treasurer:

Elected annually to fulfill the duties of the treasurer as needed.

General Committees:

The following committees act independently of the executive board, including the commander, since they are deemed the over-sight committees for all squadron functions.

Nominating Committee:

- Consists of three members, one of whom is elected annually
- The third-year member is the chairman of the committee
- Selects candidates for each of the elected positions in the squadron
- No committee member may be nominated for a bridge position and may not return to the committee for a period of one-year after serving.

Rules Committee:

- Consists of three members, one of whom is elected annually
- The third-year member is the chairman of the committee
- The committee oversees the adherence of squadron actions to the by-laws of the squadron and America's Boating Club (USPS).
- The committee reviews and recommend changes to the by-laws in conjunction with those of the national organization

Auditing Committee:

- Consists of three members, one of whom is elected annually.
- The third-year member is the chairman of the committee
- At the end of the fiscal year, the committee reviews the financial records of the treasurer and provides a report no later than 60 days after the end of the fiscal year.
- The committee will review the financial records at any time there is a change of person fulfilling the duties of the treasurer.