

# How Our Squadron is Organized

Nearly every corporation has a board of directors that oversees the managers who actually conduct the day-to-day business. Ours does, too, but we call it our Executive Committee. This Committee, which includes our elected officers and several elected Directors, meets regularly to review and approve everything our squadron does.

The Executive Committee is responsible to all of our members to see that things are done properly. Its meetings are announced in our newsletter, and we encourage you to attend them—they're open to all members. When you attend, your questions and suggestions will be welcomed. Remember—we're all volunteers and can use all the input and help we can get!

The day-to-day management of our squadron is accomplished by a group of officers called the *Bridge*. These officers are elected by, and are responsible to all of the members. The Bridge consists of:

One officer presides over all of our membership and Executive Committee meetings and performs all of the other tasks normally accomplished by the president of any corporation or similar group. To provide a nautical sort of recognition and honor to the office of our chief executive, he or she holds the rank of "Commander," (**Cdr**) and receives a special flag to fly. The flag includes three tridents with short staffs on a blue field, as shown here.

Each of the following officers gets lots of help from the rest of us through the various committees to which we belong. Their areas of responsibility are generally described below.

The Executive Officer is our "senior vice president." Second in command, the **XO** performs the Commander's duties when the Commander is unavailable. This member is responsible for the *external* functions of the squadron, such as public relations, cooperative charting (see page 7), boat show booths, legislation of interest to us as boaters, radio technical information, and safety issues.

## The Executive Committee

## The Bridge

### Commander



### Executive Officer

**Educational Officer** The **SEO** (Squadron Educational Officer) is responsible for the entire educational program of our squadron. This officer may well be our busiest member (having the most fun), because he or she supervises our busy educational program, both the courses offered to the public and those for our members only.

**Administrative Officer** The Administrative Officer (**AO**) is responsible for all of the *internal* functions of the squadron, (as opposed to the XO's external functions). The AO's tasks include recruiting and retaining members; keeping us involved in squadron activities; arranging for membership meetings, programs, and entertainment; and setting up cruises.

**Secretary** Our records-keeper. Just as does the secretary of any organization, this officer records and keeps minutes of all of our meetings and safeguards our legal documents. Our Secretary also maintains the squadron membership records (database), and is responsible for publishing our newsletter and roster of members.

**Treasurer** This is our "show me the money" officer. The treasurer manages all of the financial transactions of the squadron.



Each of the Executive, Educational, and Administrative officers, as well as the Secretary and Treasurer, is a Lieutenant Commander (Lt/C). The flag of a Lt/C has two short-staffed tridents on a red field, as shown here.

The Bridge officers are elected at our annual meeting, installed at our Change of Watch (a big party you won't want to miss!), and serve until our next Change of Watch. Usually, our SEO serves for three consecutive one-year terms, but our other Bridge members usually serve for only one or two one-year terms.