**Organization of Valley Forge Squadron Archive**Archive Introduction and Organization
Commander
 Annual Rosters
 Audit Report
 Commander Responsibilities for the Archive
 Commander’s Picnic
 Fund Committee
 Law Officer
 Legislative Officer
 List of New Officers/ OD – 2 Form
 Merit Marks
 Operations and Leadership Training
 Rules Committee/ Bylaws
 D5 Conference
Executive Department
 Pilot issues
 Pilot Ads
 Boat Shows
 Vessel Safety Check
 Change of Watch
 Public Relations/ Advertising
 Social Media
 Facebook
 Website
 Veteran’s Events
Administrative Department
 Administrator’s Duties
 Membership
 Rendezvous/ Boating Activities
 Summer Cruise
 Dinner Meetings
 Events
Secretary’s Department
 Minutes and Attendance
 List of Delegates attending conferences
 Squadron History
 Historian’s Report
 Awards and Photos
 Founders’ Day
 Communications
 Supplies
 Property Inventory
 Archivist
Treasurer’s Department
 Treasurer’s Report
Educational Department
 List of classes offered and taught
 Attendance List/ students/ locations
 Public relations/ recruiting
Nominations Committee
Links and Resources
 Logos and Banners
 Brochures and Printed Materials
 Copyrights and Trademark
 Links
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