**MAIN LINE SAIL AND POWER SQUADRON**

**ARCHIVE RESPONSIBILITIES**

**Documents and Reports from the Commander’s Staff**

**Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

Annual Rosters Personnel Officer after final distribution to membership by Personnel Office

Instructions on how to put the roster together.

Audit Report Auditor annually

Archive Responsibilities Commander Annually in the spring; as needed

Commander’s Picnic Commander Annually after event  
  
Fund Committee Fund Committee Chair after presentation to the ExCom

Law Officer Law Officer All squadron corporate records: original  
 incorporation of documents; change of

address documents; DBA America’s boating club-Valley Forge filings; 501(c)(3) tax exemption document; federal tax ID number issued by the IRS etc.

Legislative Officer Legislative Officer state orders for opening and closing marinas and any remaining restrictions  
 state requirements for a safety education   
 certificate  
 state requirements for registration of boats

state and federal boating regulations

Boating handbooks for MD, PA, NJ  
  
 List of New Officers Commander Complete form OD 2  
 Archive document annually after  
 filing report.

Merit Marks Merit Marks Chair after approval from D/5 and/or national.  
  
Operations & Leadership Operations Training Chair Training materials; keep current  
Training Provide link to the current OT Manual

Rules Committee/ Bylaws Law Officer Current squadron bylaws

All previous versions of the bylaws  
Copies of all resolutions that have amended our bylaws

Current copy of district and national   
 bylaws

D5 Conference Commander As needed

**Documents and Reports from the Executive Department  
 Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

Pilot issues Pilot Editor or designee Month of issue publication date.

Pilot Ads Pilot Ad Director Rolling input as ads are received.

Boat Shows Boat Show Chair Information regarding how to set up the   
 boat show, contacts, procedures, and   
 equipment

Vessel Safety Check Vessel Safety Check Chair Procedures and instruction for this position

Change of Watch Executive Officer Flyers, invitations, scripts, and procedures

Public Relations/ Advertising   
 Social Media Social Media Officer ongoing

Facebook Social Media Officer ongoing

Website Webmaster ongoing

Veterans’ Events Chair of Event Flyers, contact procedures, activities,  
 food, etc.

**Documents/ Reports from the Administrative Department**

**Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

Administrator’s Duties Commander annually

Membership Membership Chair Procedures for input of data into database  
 powerpoint presentation for new members   
 welcoming letter from each commander recruiting activities  
 new member packet  
 business cards/ flyers/ brochures

Rendezvous/Boating Assistant Administrator Marina contact information  
Activities Hotels in the area

Event Flyers

Summer Cruise Cruise Directors Cruise Book

Dinner Meetings Administrator Flyers, restaurant contact information   
 Name tags for dinner meetings  
 List of potential speakers/ contacts  
 Instructions for how to do your job

Events Whoever runs it Flyers, information

**Documents/ Reports from the Secretary’s Department  
 Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

Minutes and attendance Secretary archive after each ExCom meeting.  
   
List of Delegates Secretary when necessary  
attending Conferences

Squadron History Historian Complete Historian’s Report on DB2000 annually including Incorporation Files (D5) and State Exempt Organization

Certification

Communications Communications Coordinator Provide procedures for using the database.  
  
Supplies Supply Officer Procedures, inventory, vendors, forms

Property Inventory Property Officer Property List including Educational Equipment

Archive Archivist or designee Chair the Archive Committee  
 Organize the Archiving files   
 Add documents that people send  
  
 Photos and Awards

Save pictures of current and past

commanders, Change of Watch, Founder’s Day, awards to members and squadron.

Tag pictures to identify people, dates,   
 occasion, and award

**Documents/** **Reports from the Treasurer’s Department**

**Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

Treasurer’s Report Treasurer Monthly, after approval by ExCom

**Documents/ Reports from the Educational Department**

**Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

List of Classesoffered Education Officer After class completion  
 and taught Attendance list/ students/ Education Officer After class completion

locations  
 Public relations/ recruiting Education Officer Recruiting efforts, flyers, locations,

Contacts

**Documents/ Reports from the Nominations Committee  
 Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Links and Resources**

**Document/ Report Responsibility of When/ Notes \_\_\_\_\_\_\_\_\_\_\_\_\_**

Logos and Banners Archivist keep updated  
  
Brochures and Printed Materials Archivist as published  
  
Copyrights and Trademarks Archivist keep updated  
  
Links Archivist keep updated