**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