
D. Duties of the Flotilla Vice Commander

General

The VFC assists the FC in leading and managing the flotilla. A good VFC lightens the senior officer's load in many ways and contributes to the flotilla's success. In addition to the specific duties listed below, the VFC should act as another set of eyes and ears, alert for both things that are going well and those that are not going so well, keeping the FC better informed on the pulse of the organization.

Specific Responsibilities

The VFC's specific duties include:

- Serve as the flotilla 's Chief of Staff. Supervise flotilla staff officer activities. Each flotilla staff officer reports to the VFC.
- Review and act on reports submitted by unit staff officers. Be alert for developing problems and budding opportunities, and take appropriate, timely action. Coach staff officers when appropriate and fully assist them in developing Auxiliary programs. Assist the staff in overcoming obstacles and securing the necessary resources to accomplish their missions.
- Be familiar with the duties of each staff officer, and coordinate staff requirements for support of flotilla-sponsored workshops, training courses, public events, and other activities.
- Assist in the training and orientation of newly appointed staff officers in the general nature of staff functions, as related to administrative, supervisory, and advisory responsibilities at the flotilla level.
- Watch for notable accomplishments by staff officers and keep the FC informed. Seek appropriate opportunities to give praise and informal recognition for accomplishments, through reports at flotilla meetings, articles in the flotilla and division publications, and electronic and written correspondence. Take personal initiative in submitting nominations for Coast Guard Auxiliary meritorious awards.
- Carry out authorized programs in accordance with existing policies and ensure acceptable performance standards are maintained.

- Prepare an article for each issue of the flotilla publication to give guidance and information of general nature and interest to all members of the flotilla.
- Attend meetings of the division board, and vote in the FC's absence. Become familiar with the issues before the division board, well in advance of possible succession to FC and division board membership. Preside over meetings of the flotilla staff.
- Attend meetings of the district board whenever circumstances permit. Those in attendance can learn much about issues facing the Auxiliary and catch early cues of potential policy initiatives. Participate in appropriate district training and workshops to prepare for future leadership responsibility.
- Encourage and participate in fellowship activities that will enhance teamwork, coordination, and friendship between flotilla members
- Upon expiration of term of office, or when so directed by proper authority, transfer all property and records to the new VFC.

**Duties by
Direction**

The FC may, from time to time, request the VFC to assist with other duties, acting on the senior officer's behalf. It is essential that the two officers coordinate their efforts, to prevent confusion, misunderstanding, or worse. Examples of duties the VFC may be asked to perform include:

- Visit other flotillas to maintain liaison.
- Attend other meetings as the FC's representative.
- Chair committees in accordance with flotilla policies.
- In the absence of the FC, approve payment of routine financial obligations as set forth in a budget approved by the flotilla membership, and emergency expenditures up to the limit set by the flotilla standing rules. Report emergency expenditures to the FC and flotilla membership in accordance with the standing rules.
- Assist with ensuring compliance with Coast Guard and Auxiliary policy, using the Auxiliary chain of leadership and management.