

## **Duties of Flotilla Staff Officer Communication Services (CS)**

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Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:

1. Exercise staff responsibility and supervision over electronic communication services throughout the Flotilla. Keep the members informed of all developments in these areas.
2. Maintain close liaison with the SO-CS to implement the CS programs established for nationwide, district-wide, division-wide or flotilla use and to encourage increased activity and maintenance of uniformly high standards.
3. Establish and maintain the flotilla website in accordance with Auxiliary standards, including Coast Guard policies on safeguarding personally identifiable information.
4. Review the flotilla website for conformity with Auxiliary standards, including Coast Guard policies on safeguarding personally identifiable information.
5. Foster interest in electronic communication among the members. Encourage and facilitate the use of electronic communication throughout the Flotilla.
6. Maintain personal email and Internet access. Be registered in the national e-mail directory and keep your registration information current. Encourage all Flotilla members to obtain and use a unique email address, not shared with any other member.
7. Serve as flotilla web watcher. Monitor other Auxiliary sites and the division, district, and national websites for important information. Ensure that such information reaches the appropriate elected and staff officers in a timely fashion.
8. Coordinate and cooperate with the FSO-PB and FSO-PA to ensure that both electronic and printed media are used to their fullest extent in providing appropriate information to the membership and to the public.
9. Prepare regular notices to the flotilla membership to keep everyone abreast of new developments in your program area. The frequency of such notices will be as needed to pass down all information received. A communication should be sent as an introduction prior to the start of the year, with any directions, procedures, and reminders that may be necessary to start off in the right direction.