

Duties of Flotilla Staff Officer Publications (PB)

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

1. Serve as editor of the Flotilla publication. Solicit and edit articles from all elected and staff officers of the Flotilla, as well as contributions from the general membership. Encourage action photos showing Auxiliary members and missions and feature them prominently in the publication.
2. Ensure that all flotilla publications comply with established DIRAUX review and approval procedures.
3. Ensure that all mailings made at government expense conform with the requirements contained in the Manual.
4. See that all flotilla distribution lists include all flotilla commanders and publications officers in the division; the VFC, FC, and IPFC; the DCO and DIRAUX; and other individuals as prescribed by district policy.
5. Make the publication an important and effective instrument to advance the Flotilla's missions and objectives, and provide encouragement, news, information, and recognition to the members.
6. Auxiliary newsletters are subject to public scrutiny; ensure that flotilla publications comply with all applicable regulations and meet high standards of propriety and taste.
7. Maintain a file of all unit publications and articles submitted to other publications.
8. Maintain the required sets of flotilla publications for entry in any district publication contest.
9. Cooperate with the FSO-PA in obtaining action photos of flotilla activity for publication in the flotilla, division, district, and national publications, and for entering in any district and national photo contests. Ensure that all photos are identified and captioned in accordance with national policy.
10. 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.