

*Enclosure (2)*

## **Duties of Flotilla Staff Officer Public Education (PE)**

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

1. Effectively assist the members in developing and maintaining an effective public education program throughout the flotilla. Assist other flotillas in coordinating their course offerings to offer a comprehensive mix while maintaining a customer focus.
2. Assist members in identifying suitable locations for classes and promoting them to the public.
3. Collaborate with the FSO-MT to develop and execute an aggressive program to train and qualify instructors. Ensure that required or optional workshops are presented to all program participants early in the year.
4. Monitor the public education program to ensure integrity and quality of customer service. Develop a program to monitor and improve instructor quality.
5. Cooperate with the FSO-HR to encourage the presentation of information on the Auxiliary and Auxiliary membership to the students of each public education course.
6. Cooperate with the FSO-PA to encourage programs and activities to promote and publicize boating safety and Auxiliary public education courses in school systems, camps, clubs, and industry groups.
7. Cooperate with the FSO-VE to promote and publicize Auxiliary public education courses at vessel examination stations.
8. Serve as the custodian of flotilla equipment and material used for public education.
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.
10. With help from the FSO-IS, review the appropriate AUXINFO data at least quarterly to track the status of the flotilla's public education program. When a weakness is observed within the flotilla, talk with the member. Request advice on the nature of the problem and help. When appropriate, prepare correspondence for the FC or VFC to use in resolving perceived problems.
11. Be alert for program members who have not met annual currency maintenance requirements and ensure that they are given an opportunity to meet the requirements before season's end.

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