

Enclosure (2)

Duties of Flotilla Staff Officer Secretary/Records (SR)

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

1. Maintain a copy of the flotilla standing rules with appendices, and other records as may be required to ensure the correctness and continuity of administration.
2. Prepare and send notices of all flotilla meetings.
3. Prepare detailed minutes of all flotilla meetings and transmit copies of the minutes to every member for review at least two weeks prior to each meeting. Transmit copies of the minutes to the DIRAUX in accordance with district policy. Maintain a permanent file of all approved minutes.
4. Call the roll at each meeting and otherwise assist the FC as requested.