United States Coast Guard Auxiliary
User Services Department

Flotilla Communication Services Staff Officer (FSO-CS) references:

IT Group, IU Department: http://itgroup.cgaux.org/IU/
Auxiliary Branding: http://itgroup.cgaux.org/IU/branding/
All Websites Requirements List: http://itgroup.cgaux.org/IU/all_cs/check_list.php
Website Best Practices: http://itgroup.cgaux.org/IU/all_cs/bestprac.php
CS Handbook: http://itgroup.cgaux.org/IU/all_cs/cs_handbook.php
IT Group News (via Twitter) http://twitter.com/USCGAUX_ITGROUP

Duties:

- Exercise staff responsibility and supervision over electronic communication services for the Flotilla. Keep the Flotilla informed of all developments in these areas.

- Unless otherwise directed, create and maintain a Flotilla Website that is in full compliance with Auxiliary Web policies.

- Maintain personal e-mail and Internet access. Be registered in the national mail directory and keep your registration information up-to-date.

- Foster interest in electronic communication among the members.

- Encourage and facilitate the use of electronic communication throughout the Flotilla.

- Facilitate the information relay process between those members who have email and World Wide Web access capabilities and those members who do not yet have such access to electronic media.

- Coordinate and cooperate with the Flotilla Staff Officer (FSO) for Publications (PB) and Public Affairs (PA) to ensure that both electronic and printed media are used to their fullest extent in providing information to the membership and to the boating public.

- Serve as Flotilla WebWatcher. Monitor all Auxiliary e-mail Nets and the Auxiliary national Website for important information.

- Ensure that such information reaches the appropriate elected and staff officers and the general membership in a timely fashion.

- Regularly monitor your local district, division and flotilla Websites for official information posted for members by elected or staff officers.

- Regularly attend flotilla meetings and report on official information obtained from the Web to members who do not have access to electronic media.

- Maintain close liaison with the Division Communication Services Officer (SO-CS) and provide a monthly activity report to the SO-CS.