

*Enclosure (2)*

## **Duties of Flotilla Staff Officer Diversity (DV)**

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

1. Encourage every member to work toward the diversity goals of inclusion and engagement. Publicize the Strategic Plan for Managing Diversity and work to build member commitment to realize its goals.
2. Assist flotilla leaders in managing diversity by identifying and capitalizing on every member's talents.
3. Prepare regular notices to the flotilla to pass down all information received from the SO-DV. When appropriate, provide copies to flotilla members and applicable staff officers. Pass along noteworthy events and best practices from other units.
4. Promote and facilitate flotilla qualification for the National Commodore's 3-Star Diversity Award.
5. Collaborate with the FSO-MT to develop and execute a flotilla training program in diversity management. Ensure that required or optional workshops are presented to all members.
6. Model and encourage appropriate behavior and attitudes for all flotilla members.