

## **Secretary/Records Staff Officer (FSO-SR)**

Ref: Auxiliary Web Site (<http://www.cgaux.org>)  
*Auxiliary Flotilla Procedures Manual* (COMDTINST M16791.5)

### **DUTIES**

- A. Maintain close liaison with the Division Secretary/Records Staff Officer (SO-SR).
- B. Be responsible for the recording and publication of the minutes of the flotilla when it meets in official sessions.
- C. Maintain a current record of flotilla officers, committee assignments and such other appointments as may be made by the FC.
- D. Maintain a current list of division officers.
- E. Maintain such other records as may be required to ensure the correctness and continuity of administration.

### **SUGGESTED ADDITIONAL SECRETARY/RECORDS OFFICER DUTIES**

#### **GENERAL DUTIES:**

- A. Assume staff responsibility for matters pertaining to administrative and personnel reporting.
- B. Maintain a current roster of flotilla members. Cooperate with the Flotilla Information Services Staff officer (FSO-IS) in ensuring the member's records in AUXDATA are correct.
- C. Maintain a copy of the Flotilla Standing Rules and other records as may be required to ensure the correctness and continuity of administration.
- D. Conduct ballot by mail when so directed.
- E. Submit articles to the unit publication when deemed necessary to keep the membership informed or when requested.
- F. Actively take part in the planning and execution of seminars, workshops, forums and panel discussions.
- G. Report monthly to the Flotilla Vice-Commander about the activities and progress in carrying out these duties.

**SPECIFIC DUTIES:**

- A. Maintain mailing lists for all members and prospective members. Coordinate with FSO-PS and FSO-IS to ensure a correct, up-to-date list.
- B. Make a monthly mailing/e-mailing of the flotilla meeting notice, with meeting agenda, to all categories of members. Notices are to be sent so as to be delivered no later than the Monday prior to the meeting.