

(date)

From: Division Captain, Div
To:

Subj: Appointment as Division Secretary/Records Staff Officer

1. In accordance with the applicable provisions of the U. S. Coast Guard Auxiliary Manual, COMDTINST M16790.1 (Series), I hereby appoint you as the Division Secretary/Records Staff Officer for the calendar year 200__.
2. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:
 - a. Be responsible for the recording and subsequent publication of the minutes of the Division when it meets in official sessions.
 - b. Maintain close liaison with the District and Flotilla Secretary/Records Staff Officers.
 - c. Maintain a current record of Division Officers, committee assignments and such other appointments as may be made by the DCP.
 - d. Maintain a current list of Flotilla Officers and Staffs.
 - e. Maintain such other records as may be required to ensure the correctness and continuity of administration.
 - f. Immediate supervisory responsibility for your office is vested in the VCP. Cooperate with the VCP in every way to ensure that the Division is effectively administered.
 - g. Upon expiration of your term of office, or when so directed by me, transfer all property and records of the office to your successor.
 - h. Additional duties of your office include, but are not limited to, the attached.
3. I am pleased to have you as a member of my staff.

Division Captain

SUGGESTED ADDITIONAL DIVISION SECRETARY/RECORDS STAFF OFFICER DUTIES

Attend all meetings of the Division. Give the Vice Captain prior notice when such attendance is not possible.

Whenever possible, attend District Board Meetings held in your area.

Be prepared to assist the Flotillas with any workshops, seminars and training sessions called, particularly those for the training of elected and staff officers.

Take positive steps to ensure that the FSOs-SR are well trained. Conduct whatever workshops and/or training program(s) may be necessary to ensure that District policy is followed in your program.

Initiate and maintain contact with the DSO-SR.

Be alert for any reports on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the VCP and/or DCP.

As a Division Staff Officer, you are a direct representative of the Division Captain, and as such, you are directed to visit and communicate with the various Flotillas as may be required to assist them. As a courtesy, prior coordination of any visits to the units will be made with the applicable FCs.

Assume staff responsibility for matters pertaining to administrative and personnel reporting.

Maintain a copy of the correct Alpha listing, and cooperate with the Information System Staff Officer, as required, in ensuring the members records in AUXMIS are correct.

Maintain a copy of the Division Standing Rules and other records as may be required to ensure the correctness and continuity of administration.

At least twice a year, communicate with all FSOs-SR to remind them of the proper distribution for the Flotilla Minutes. A mailing should also be sent as an introduction prior to the start of the year, with any directions, procedures and reminders that may be necessary to start new FSOs-SR off in the right direction.

Conduct ballot by mail when so directed.

Prepare and mail notices of all Division Board meetings.

Prepare correspondence for signature of the Division Captain.

Submit articles to the Division Publication when deemed necessary to keep the Flotilla members within the Division informed or when requested.

At each Division Board meeting, present the minutes of the previous meeting for approval. Also report to the Division Board the activities and progress in carrying out these duties.

Copies of all correspondence from you, when appropriate, are to be provided to the DCP, VCP and the applicable DSO(s) (for matters concerning their particular areas).