

# **Duties of Sector Auxiliary Coordinator (AUX C)**

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

## **General duties**

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1. As a District staff officer, actively support and promote those portions of the District program for which you are responsible. Do everything you can to realize the District objectives.
2. Policy matters are the province of the Director of Auxiliary, District Board and the District EXCOM. Significant program modifications, except as set forth in the *Auxiliary Manual* and other relevant Coast Guard publications, must be cleared by the District Commodore.
3. Immediate supervisory responsibility for your office is vested in the District Vice Commodore. Cooperate with the VCO in every way to ensure that your program is effectively administered.
4. Maintain such records as may be required to effectively discharge your responsibilities.
5. Upon expiration of your term of office, or when so directed by District Vice Commodore transfer all property and records of the office to your successor.
6. Attend all meetings of the District Board and District Staff. Give the DCO and VCO prior notice when such attendance is not possible.
7. Be prepared to assist with any workshops, seminars, and training sessions called, particularly those for the training of elected and staff officers. Attend Captains' meetings when requested.
8. Conduct whatever workshops or training programs as may be necessary to ensure that District policy is followed in your program.
9. Prepare one or more articles for the District publication to pass information of a general nature or of widespread interest down to members of the District.
10. Establish goals and objectives for your area of responsibility and develop a plan to achieve them. Objectives should be measurable and relate to established district objectives. Maintain periodic review of achievements. Compare with the

progress made in previous years and report findings/status to the Chief of Response at meetings.

11. As a District Staff Officer, you are a direct representative of the Commodore. You are authorized to assist the various Divisions and Flotillas as necessary. As a courtesy, prior coordination with units will be made with DCPs and FCs prior to visitation. If reimbursable orders are desired, they will be requested through the VCO with a brief statement of justification and estimated cost.
12. Report no later than the 3<sup>rd</sup> of each month, in writing, to the VCO updates regarding program effectiveness, recommended changes, activities and issues. Special attention should be given to program successes and deficient areas, noting achievements and recommendations for improvement. Upon request from the VCO, present a brief report at requested meetings.
13. Copies of all correspondence from you, when appropriate, are to be provided to the DCO, VCO, and the applicable RCO(s) (for matters concerning their particular areas.)

## **Program Duties**

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The Sector Upper Mississippi Coordinator plays a key role in the safe and conscientious conduct of surface operation in the District. The Sector Upper Mississippi Auxiliary Coordinator is responsible for the following:

The Auxiliary Coordinator (AUX-C), under the general direction of the Auxiliary District Vice Commodore shall:

1. Be appointed by the Auxiliary District Commodore with input/concurrence of the Sector Commander.
2. Serve as the principal agent and representative of the Auxiliary District Commodore, responsible for the coordination and performance of all Auxiliary units and members serving in support of and augmentation to Sector Units and staff in the accomplishment of their mission objectives within the Sector AOR.
3. Serve as the principal USCG Auxiliary spokesperson within the Sector AOR. Seek opportunities to raise the visibility of the USCG Auxiliary.
4. Partner with the USCG, and other federal, state, public and private sector stakeholders, under the direction of the Sector Commander, to coordinate Auxiliary activities to ensure an interdependent approach in addressing maritime threats and vulnerabilities.
5. Ensure the rapid sharing of information and intelligence consistent with applicable guidance.

6. Oversee and coordinate the Auxiliary support to the service delivery system of the Sector encompassing the full range of prevention, response and organic logistics processes in which the Auxiliary participates.
7. Coordinate developing and maintaining Auxiliary Sector performance and readiness measurements and follow-on actions to ensue the operational readiness of all Auxiliary volunteer units and personnel within the Sector. Assist the Sector Commander as requested and authorized in carrying out his/her duties as Sector Commander.
8. Ensure that the full range of Auxiliary Sector operational and readiness planning is conducted among all Auxiliary components to address contingencies and operational requirements of the Auxiliary in support of the Sector.
9. Report to the Auxiliary District Vice Commodore on an on-going basis, with a minimum of monthly, regarding activities within the Sector.
10. Communications is the key to this position and it is expected that this position will communicate fully and swiftly with the District leadership. It is suggested that issues of importance be distributed to the DCO, VCO, IPDCO, All RCOs, DIRAUX & OTO, D-CR, D-CP, and officers in the immediate vicinity due to the fact AOR members are most able to respond quickly. Any communications requiring more confidentiality would be considered and Sector could give this position guidance.
11. Other duties as requested or assigned.