

Duties of DSO- FN

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

General Duties

1. As a District 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 Commodore. Cooperate with the DCO 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 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. Take positive steps to ensure that your counterpart staff officers at Division level are well trained.
10. Initiate and maintain contact with your counterparts on the National Staff.
11. 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.

12. Be alert for any reports of problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the Commodore.
13. Establish goals and objectives for your area of responsibility and prepare the necessary plans to achieve them. The objectives should be measurable and relate to the objectives established by the District. Maintain periodic review of achievements, compare with the progress made in previous years and report status to the VCO and DCO.
14. As a District Staff Officer, you are a direct representative of the Commodore and, as such, you are authorized to assist the various Divisions and Flotillas. As a courtesy, prior coordination of any visits to the units will be made with the applicable DCPs and FCs. If reimbursable orders are desired, they will be requested through the Chief of Logistics or VCO.
15. When ADSOs are appointed to assist you in your area, you are responsible to the DCO for their performance. This responsibility includes assigning specific tasks, requiring reports, and following up on their actions. When the assistance is no longer needed, or no longer effective, you will so advise the DCO and VCO. Conversely, you will identify the need for any additional ADSOs and recommend their appointment.
16. Prepare a report monthly, in writing, no later than the 3rd of each month. The report should include updating the effectiveness of the program, program changes, program activities, and program issues. Give special emphasis to successful and deficient areas, noting praiseworthy achievements and making recommendations for improvement. Plan to present a brief oral report at meetings of the District Board.
17. Copies of all correspondence from you, when appropriate, are to be provided to the DCO, VCO, Chief of Logistics and the applicable RCO(s) (for matters concerning their particular areas.)

Program Duties

1. Your duties and responsibilities, consistent with the provisions of *The Auxiliary Manual* are as follows:
 - a. Exercise staff responsibility and supervision over all District financial matters and keep the EXCOM members informed of all developments in this area.
 - b. Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.

- c. Maintain close liaison with the Division Finance Staff Officers.
 - d. Keep complete and understandable records of all receipts, disbursements, and other financial transactions.
 - e. Serve as a member of the District Budget Committee and help prepare an annual budget for consideration by the committee and for approval by the District Board.
 - f. Render financial reports at District meetings and as otherwise required. You shall encourage prompt payment of obligations.
 - g. Under supervision of the DCO, receive and pay out all monies of the District in accordance with the Standing Rules and perform all other duties to insure that the District's finances are effectively administered.
2. Communicate in writing with the Division Finance Staff Officers a minimum of two bulletins a year. One bulletin should be an introduction prior to the start of the year, with any directions, procedures, reminders that may be necessary to start new SOs-FN off in the right direction. The second such bulletin should be just prior to the Fall District Board meeting. Additional bulletins should be issued if the situation requires. The purpose of these communications is to ensure that communications down to the Division and Flotilla levels are maintained, that less experienced staff officers are aware of the requirements of their office and know where they can turn for assistance. When appropriate, sufficient copies will be provided to the SOs for their distribution to the FSOs in their Division. Provide copies to the District Board and applicable National and District Staffs.
 3. Promptly mail out dues statements as specified in the District's Standing Rules. You are responsible for the collection of all dues from the Divisions.
 4. Ensure prompt payment of national dues and any other financial obligations as authorized by the approved District Budget and by the District Commodore as permitted by the Standing Rules, or by approval voted by the District Board.
 5. Provide a complete financial statement for review by the District Board on a semi-annual basis or as directed by the DCO.
 6. Provide data to the selected auditor for the annual Audit Committee report to the District Board and the Director.
 7. Provide monthly updates on the budget, cash flow, travel order claims, and account balances to the District Commodore and Vice Commodore.