

## **Duties of DSO-SR**

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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 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 DCO.
3. Immediate supervisory responsibility for your office is vested in the DCO. 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 the DCO, transfer all property and records of the office to your successor.
6. Attend all meetings of the District Board and District Staff. Give the District Commodore 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 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 on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the VCO.
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 District Board at each meeting.

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 DCO with a brief statement of justification and estimated cost.
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. Conversely, you will identify the need for any additional ADSOs and recommend their appointment to the DCO.
16. Copies of all correspondence from you, when appropriate, are to be provided to the DCO.

## **Program duties**

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1. Your duties and responsibilities, consistent with the provisions of the Auxiliary Manual, are as follows:
  - a. Be responsible for the recording and publication of the minutes of the District Board when it meets in official sessions.
  - b. Maintain a current record of District Officers, committee assignments and such other appointments as may be made by the DCO.
  - c. Maintain close liaison with the Division Secretary/Records Staff Officers.
  - d. Maintain a current list of Division Officers.
  - e. Maintain such other records as may be required to insure the correctness and continuity of administration.
  - f. Collect and collate into sets the originals and copies of reports from each District Board Member and District Staff Officers on the day before each District Board Meeting and distribute one set to each Board and Staff member's seat for use during the meeting.
2. 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 AUXDATA are correct.
3. Maintain a copy of the District Standing Rules and other records as may be required to ensure the correctness and continuity of administration.
4. At least twice a year, communicate with all SOs-SR to remind them of the proper distribution for both the Division and Flotilla Minutes.

5. Conduct ballot by mail when so directed.
6. Prepare and mail notices of all District Board meetings.
7. Prepare correspondence for signature of the Commodore.
8. Submit articles to the District Publication when deemed necessary to keep the membership informed or when requested.