

Aids to Navigation FSO-AN Responsible for all activities dealing with navigational aids, verification of Aids to Navigation, reporting of discrepancies in aids to navigation, chart discrepancies and chart updating information.. Encourage all members to become involved.

Communication Services FSO-CS Oversee electronic communication services for the flotilla. Maintain the flotilla website that is in full compliance with Auxiliary web policies. Encourage and facilitate the use of electronic communication throughout the flotilla. Coordinate and cooperate with the FSO-PB and FSO-PA to ensure that both electronic and printed media are used to their fullest extent in providing information to the membership and to the boating public.

Finance FSO-FN Supervise all financial matters; maintain complete and understandable records of all financial transactions; maintain an annual budget; ensure that an annual unit audit is performed. Maintain the separate account for North Star Inc.

Information Systems FSO-IS Maintain a system to record all member activity in each mission category (i.e., Operations, VE, Public Education, Member Training, AIM Project, etc.) and supervise reporting to higher Auxiliary levels and the individual members. Maintain a current spreadsheet of member's info (separate from auxdata)

Materials FSO-MA Maintain an inventory of current Auxiliary forms & literature, assist units and members in ordering educational materials, uniforms items, etc. Keep the Materials at the Hdq. organized, filed and inventoried.

Marine Safety FSO-MS Oversee all matters pertaining to the flotilla's role in the Auxiliary Marine Safety and Environmental Protection activity, and keep the Flotilla Commander and members informed of all developments in this area. Be familiar with the contents of the various publications and directives pertaining to Auxiliary Marine Safety and Environmental Protection efforts and educate flotilla members about this.

Member Training FSO-MT Encourage a continuous program of training activities to provide members a higher level of knowledge in subjects relating to Auxiliary programs & qualifications. Provide training at each meeting. Work with the OP & VE to insure adequate training is done

Marine Dealer Visitors FSO-PV Make courtesy calls on area marine retailers who deal with boaters to provide available materials and information. Procure training aids for PE & Flotilla classes. Elicit the help of dealers to promote our PE classes.

Operations FSO-OP Coordinating patrols. Ensure that such activities are performed under current Coast Guard policy. Try to get every member out on at least 1 patrol each year. Keep members informed as to what is needed to maintain their Quals. Assign crew for tng. to vessels.

Public Affairs FSO-PA Develop and direct media activities of obtain publicity for our Auxiliary unit. Oversee the Press Releases for our PE Classes or VE Day events.

Publications FSO-PB Edit and publish newsletter at least every two months and assist in preparation of other articles for other publications. Work with OP, PE, VE, PS and MT to get their info out to members.

Public Education FSO-PE Responsible for scheduling, organization, and conduct of all public education classes and activities. Try to generate one or two lesson classes in GPS or Electronic Nav. as well as our standard PE classes. Try to involve all members in the PE Program.

Personnel Services FSO-PS Develop and implement programs and activities designed to retain members with particular emphasis to contacting members who are drifting into inactivity by failing to attend meetings or by not actively participating in one or more programs. Look for symptoms of potential drop-out: missed meetings, no VSC, OP, or PE activity. Contact these members directly and try to involve them in any of the cornerstones or other programs, or in training beyond BQ. Oversee new members in the joining process.

Secretary/Records FSO-SR Record and publish minutes of meetings; maintain mailing lists, rosters, and current copy of the standing rules.

Vessel Examinations FSO-VE Oversee and coordinate the Boating Safety Equipment Examination program and work with the FSO-PV Marine Dealer Visitor Officer to help educate the boating public about required safety equipment. If directed, schedule specific vessel examination stations and activities. Encourage members to become involved in the VSC Program. Distribute materials (check-off sheets & decals) to current VEs.

Social Coordinator FSO-SC You provide the Fellowship Cornerstone by overseeing our social events. Help develop the quarterly calendar with the FC for presentation to the membership.