

Secretary/Records Staff Officer (FSO-SR)

Ref: Auxiliary -- Record of Unit Meeting (CG-3615) (ANSC 7017)
Auxiliary Web Site (<http://www.cgaux.org>)

DUTIES

- a. Maintain close liaison with the Division Secretary/Records Staff Officer (SO-SR).
- b. Be responsible for the recording and publication of the minutes of the flotilla when it meets in official sessions.
- c. Maintain a current record of flotilla officers, committee assignments and such other appointments as may be made by the FC.
- d. Maintain a current list of division officers.
- e. Maintain such other records as may be required to ensure the correctness and continuity of administration.