

Extracted for CS Guide (January 2008)

4.5.2 SO-CS Job Description

Division Communication Services Staff Officer (SO-CS) references:

- CS Officer's Guide <http://csguide.auxservices.org/index.htm>
- 1.0 CS Program
- 2.2 SO-CS Job Checklist
- 2.4 Auxiliary Internet Site Checklist
- 2.5 AIRS Site Establishment Checklist
- 2.6 Website Development Checklist
- 2.7 Best of the Web Award Checklist
- 3.0 What Works for Others
- 4.3 Website Policies
- Auxiliary Internet Resources (AIRS) <http://airs.uscgaux.info/>
- AUX-04: C-School, Electronic Presentation & Web Based Technologies <http://cschool.auxservices.org/aux04/>
- Auxiliary National Website (<http://nws.cgaux.org/index.HTML>)

Duties:

- a. Exercise staff responsibility and supervision over electronic communication services throughout the Division. Keep the Division Board informed of all developments in these areas.
- b. Unless otherwise directed, create and maintain a Division Website that is in full compliance with Auxiliary Web policies.
- c. Maintain personal e-mail and Internet access. Be registered in the national email directory and keep your registration information up-to-date.
- d. Serve as Division WebWatcher. Monitor all Auxiliary e-mail NETs and the Auxiliary national Website (CGAUXWEB) for important information. Ensure that such information reaches the appropriate elected and staff officers in a timely fashion.
- e. Coordinate and cooperate with the Division Staff Officers (SO) for Publications (PB) and Public Affairs (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.

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- f. Foster interest in electronic communication among the members. Encourage and facilitate the use of electronic communication throughout the Division.
- g. Maintain close liaison with the District (DSO) and Flotilla (FSO) Communication Services Officers, request a monthly activity report from the FSO-CS and provide a monthly activity report to the DSO-CS. Ensure that Flotilla Websites are in full compliance with Auxiliary Web policies.
- h. Maintain such records as may be required to effectively discharge your responsibilities.
- i. Immediate supervisory responsibility for your office is vested in the Division Vice Captain (VCP). Cooperate with the VCP in every way to ensure that the Division's communication services program is effectively administered.

j. Upon expiration of your term of office, or when so directed by the Division Captain (DCP), transfer all property and records of the office as well as the Division Website to your successor.