

The Role of the Flotilla Public Education Officer FSO-PE

The Public Education Flotilla team provides staff support to the membership relevant to the public education (PE) mission. The team is the vital link between the National Department of Education and the membership.

The FSO-PE, if appointed, perform the following tasks and duties:

Administrative

- Report monthly to the FVC re: activities and progress. Present timely reports to the Flotilla Meetings
- Plan and execute boating courses in the area of responsibility of your Flotilla
- Appoint Course Supervisor for the Public education courses and assist in selecting capable instructors.
- Maintain records of teaching sites, current, planned and possible and update them at every opportunity; Maintain class records so as to select the class site that has the greatest potential for of a large number of students
- Provide educational schedules and work with the FSO-PA and ascertain that he/she is publicizing the courses in the local media
- Prepare and have a curriculum and other applicable material ready describing the activities of the Educational Department in the US Coast Guard Auxiliary to be utilized at trade shows, town festivals etc
- Maintain an up-to-date and custody list of all Coast Guard and Flotilla owned property for use in the public education program. This to include all visual aid equipment. Track the availability of student manuals and order additional copies to meet class requirements; and
- Have a clearly defined flotilla PE goal

Liaison

- Maintain liaison with the SO-PE in order to implement the public education programs established for nation wide, district wide and division wide use
- Collaborate with the Flotilla Personal Services Staff Officer (FSO-PS) to have a presentation describing Auxiliary membership in every public education course
- Coordinate and cooperate with the Flotilla Member Training Officer to increase the number of qualified Instructors and to hold periodic workshops to maintain a high skill level
- Establish communications with local organizations involved in marine activities and keep them apprised of public educational opportunities
- Maintain liaison with the Course Supervisors and assist them as required
- With the Flotilla Public Affairs Officer (FSO-PA), plan to have the Auxiliary and Auxiliary membership discussed at the public education courses, camps, clubs and industry groups
- Coordinate with the Flotilla Vessel Examiner Officer (FSO-VE) to have material available advertising the public Auxiliary education programs to be distributed during vessel exams.

Action Items

- At the end of each class session and course end, ensure that the proper form(s) are sent to the FSO-IS to be entered into AUXDATA
- Maintain all student records in a permanent database such as AuxPlus-PE
- Report all Educational Department activities to the general membership at the general meeting or by electronic communication if necessary
- Select an assistant who you believe capable of taking your office at the end of your term and prepare him/her to assume the responsibilities of the office. Perform other duties as assigned by the Flotilla Commander or Vice Commander
- At the end of your term in office, transfer all material applicable to the functioning of FSO-PE to your successor