



RBS AFFAIRS DEPARTMENT

Job Descriptions

Revised 17 October 2009

DIRECTOR RBS AFFAIRS DEPARTMENT, DIR-B

In addition to the General Job Descriptions B Dept 2007 01.25.07Duties, the CHIEF, DEPARTMENT OF BOATING, under the general direction of the National Commodore and/or Vice Commodore, as well as under the immediate direction of the Assistant National Commodore for Operations Policy and Resources, shall have the following duties:

- a. Be responsible for the overall recreational boating safety (RBS) outreach program with external partners of the Auxiliary, as assigned, or as unilaterally determined, to include boating safety organization liaisons, state boating law administrators, selected grant funding and informational resource services and internal partners such as USCG District RBS Specialists and the USCG HQ Offices of Boating Safety and Auxiliary.
- b. Establish and maintain partnerships with federal, state, territorial and local community agencies and organizations through the direction of the department's States Division objectives and personnel.
- c. Establish liaison with all concerned boating organizations, report on their meetings, and recommend Auxiliary actions to ANACO-PR through the direction of the department's Liaison Division objectives and personnel.
- d. Provide informational and financial resource opportunities for the national membership through the use of newsletters, web pages, and grants through the direction of the department's Resources Division objectives and personnel.
- e. Work with the department chiefs for education and vessel examinations, as needed, to provide expertise in liaison, state, and/or resources services in support of the total USCGAUX RBS program goals.
- f. Mentor, train and develop the deputy chief to be prepared in assuming the chief position at any time, as so may be directed.

- g. Ensure that all departmental staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.**
- h. Ensure that all staff understands the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.**

DEPUTY DIRECTOR RBS AFFAIRS DEPARTMENT, DIR-Bd

The duties of the DEPUTY DIRECTOR RBS AFFAIRS DEPARTMENT shall be as specified in the General Duties section.

Specific duties, at the discretion and delegation of the Director, may include:

- a. Direct supervision of one or more Divisions within the department under the auspice of the Director.**
- b. Coordinating the UOD and communicating same to USCGAUX members attending conferences such as IBWSS, NASBLA, etc...and**
- c. Providing special projects reporting efforts to the Department Chief as requested.**
- d. Mentor, train and develop division chiefs to be prepared in taking over the Deputy Director position at any time as so directed.**
- e. Ensure that all divisional staff (as assigned) receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.**
- f. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.**



BOATING LIAISON DIVISION CHIEF, DVC-BL

In addition to the General Duties, the CHIEF, BOATING LIAISON DIVISION, under the auspice of the Director RBS Affairs Department and/or Deputy Director, shall be assigned the following specific duties:

- a. Be responsible for exchanging applicable information with various organizations involved with recreational boating safety in part by using an annual list of proposed organizational contacts to be developed each calendar year.**
- b. Coordinate information with appropriate officers within both the department and the OPCOM and make recommendations for informing others on the National Board, through the Deputy Director of the Director, regarding efforts to execute partnership agreements.**
- c. Understand the role of various organizations involved in RBS and use their expertise to further the aims of the Auxiliary and the Coast Guard.**
- d. Coordinate Auxiliary actions as they apply to external RBS organizations and keep the Department**

and Deputy Chief advised of all developments and actions status on a monthly basis.

- e. **Liaison with ex-officio B. Dept. member (NIPCO) in the partnership organizations as assigned by DC-B or DC-Bd.**

Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOUs with partnership organizations. Recognize that drafting and implementation of an alliance/MOU will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc.

- e. **Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.**
- h. **Mentor, train and develop branch chiefs to be prepared in taking over the division chief position at any time as so directed.**
- i. **Ensure that all divisional staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.**
- j. **Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.**

U.S.ARMY CORPS OF ENGINEERS BRANCH CHIEF, BC-BLA

In addition to the General Duties, the CHIEF, U.S. ARMY CORPS OF ENGINEERS (USACE) BRANCH, under the immediate supervision of the Chief, RBS Liaison Division, shall be assigned the following duties:

- a. **Establish and maintain a close working relationship with the designated representative of the USACE as outlined in the current Memorandum of Understanding (MOU).**
- b. **Working in close collaboration with the Division Chief, at least semi-annually, develop and manage a project plan outlining goals to pursue which will promote the provisions of the MOU at all applicable levels of the USCG Auxiliary.**
- c. **Provide timely communications to the Division Chief informing him of any developments between the Auxiliary and the USACE. Provide informative feedback regarding any developments with the USACE and facilitate effective communications.**
- d. **Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all applicable levels about the various aspects of relationships with the USACE, as defined by the Division Chief. Recognize that informing the Auxiliary leadership and membership at various levels, will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, public education, vessel exams, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.**
- e. **Read, understand, and question the Division Chief, as needed, related to the most current National Direction Plan and the concepts of accountability, as defined by the Division Chief.**
- f. **Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the Division Chief.**

BOATU.S. BRANCH CHIEF, BC-BLB

In addition to the General Duties, the CHIEF, BOATU.S. BRANCH, under the immediate supervision of the Chief, RBS Liaison Division, shall be assigned the following duties:

- a. Establish a close working relationship with the designated representative in the assigned organization.
- b. Be responsible for seeking new and better ways of interface with that organization, in concert with Auxiliary goals and missions.
- c. Provide timely communications and informative feedback to the Division Chief informing them of any developments between the Auxiliary and that organization.
- d. Upon consultation with Division Chief, be responsible for coordinating revisions to the existing alliance with BoatUS Foundation as may be needed.
- e. Understand and apply the protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOUs with partnership organizations, as defined by the DVC-BL. Recognize that drafting and implementation of an alliance/MOU will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.
- f. Read, understand, and question the DVC-BL as needed, related to the most current National Direction plan and the concepts of accountability, as defined by the DVC-BL.
- g. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.

YOUTH PARTNERS BRANCH CHIEF, BC-BLY

In addition to the General Duties, the CHIEF, YOUTH PARTNERS BRANCH, under the immediate supervision of the Chief, RBS Liaison Division, shall be assigned the following duties:

- a. Responsible for managing MOA/MOUs with USCG Auxiliary Youth Partners as assigned by DC-B, under the direct supervision of DVC-BL.
- b. Maintain all existing and future relationships with Youth Partners as outlined by the MOU/MOAs with that organization.
- c. Establish a close working relationship with the designated representative in the assigned organization(s).
- d. Prepare and submit to the Division Chief timely reports of all meetings with Partners. As part of the report, draft a briefing sheet to keep other DC's advised of key developments with the Partner. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the MOA/MOUs assigned. Additional in put as assigned by the Division Chief will be required for other Departmental Reports.

- e. **Gain approval and assist in implementing new MOU/MOAs with future Youth Partners. The approval process will include drafting, staffing and implementation of the MOA/MOUs. The process will include coordinating with the other departments impacted by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.**
- f. **Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.**

YOUTH PARTNERS BRANCH CHIEF ASSISTANT, BA-BLY

In addition to the General Duties, the ASSISTANT YOUTH PARTNERS BRANCH, under the immediate supervision of the CHIEF, YOUTH PARTNERS BRANCH, shall be assigned the following duties:

- a. **Assist the BC-BLY in drafting agreements, implementing and maintaining liaison efforts with the youth partners assigned.**
- b. **Maintain assigned existing and future relationships with Youth Partners as outlined by the MOU/MOAs with that organization.**
- c. **Establish a close working relationship with the designated representative in the assigned organization(s).**
- d. **Prepare and submit to the Branch Chief timely reports of all meetings with Partners. As part of the report, draft a briefing sheet to keep other required National Staff members advised of key developments with the Partner. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the MOA/MOUs assigned. Additional in put as assigned by the Branch Chief will be required for other Departmental Reports.**
- e. **Gain approval and assist in implementing new MOU/MOAs with future Youth Partners. The approval process will include drafting, staffing and implementation of the MOA/MOUs. The process will include coordinating with the other departments impacted by the MOA/MOUs. All MOA/MOUs will be guided by Commandant Instruction 5216.18.**
- f. **Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.**

NSBC/NWSC BRANCH CHIEF, BC-BLN

In addition to the General Duties, the CHIEF, NSBC/NWSC BRANCH, under the immediate supervision of the Chief, RBS Liaison Division, shall be assigned the following duties:

- a. **Establish a close working relationship with the designated representative in the assigned organizations.**
- b. **Be responsible for seeking new and better ways of interface with that organization, in concert with Auxiliary goals and missions.**
- c. **Provide timely communications to the Division Chief informing them of any developments between the Auxiliary and the assigned organizations. Provide informative feedback regarding any developments of the assigned organizations and facilitate effective communications.**
- d. **Understand and apply the protocols involved in informing the Auxiliary leadership and membership**

at all levels about the various aspects of relationships with partnership organizations, as defined by the DVC-BL. Recognize that informing the Auxiliary leadership and membership at all levels, will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.

- e. Read, understand, and question the DVC-BL as needed, related to the most current National Direction plan and the concepts of accountability, as defined by the DVC-BL.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.

PUBLICATIONS BRANCH CHIEF, BC-BLP

In addition to the General Duties, the CHIEF, PUBLICATIONS BRANCH, under the immediate supervision of the Chief, RBS Liaison Division, shall be assigned the following duties:

- a. Responsible for managing MOA/MOU's with USCG Auxiliary Publication Partners as assigned by DC-B, under the direct supervision of DVC-BL.
- b. Maintain all existing and future relationships with Publication Partners as outlined by the MOU/MOA's with that organization
- c. Establish a close working relationship with the designated representative in the assigned organization(s).
- d. Prepare and submit to the Division Chief timely reports of all meetings with partners. As part of the report, draft a briefing sheet to keep other DC's advised of key developments with the Partner. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the MOA/MOU's assigned. Additional input as assigned by the Division Chief will be required for other Departmental Reports.
- e. Gain approval and assist in implementing new MOU/MOA's with future Publication Partners. The approval process will include drafting, staffing and implementation of the MOA/MOU's. The process will include coordinating with the other departments impacted by the MOA/MOU's. All MOA/MOU's will be guided by Commandant Instruction 5216.18.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.

SAFETY PARTNERS BRANCH CHIEF, BC-BLS

In addition to the General Duties, the CHIEF, SAFETY PARTNERS BRANCH, under the immediate supervision of the Chief, RBS Liaison Division, shall be assigned the following duties:

- a. Responsible for managing MOA/MOU/Affiliate Agreements with USCG Auxiliary Miscellaneous Partners as assigned by DC-B, under the direct supervision of DVC-BL.
- b. Maintain all existing and future relationships with Safety Partners as outlined by the MOU/MOA/Affiliate Agreements with that organization
- c. Establish a close working relationship with the designated representative in the assigned organization(s).

- d. **Prepare and submit to the Division Chief timely reports of all meetings with partners. As part of the report, draft a briefing sheet to keep other DC's advised of key developments with the Partner. Prepare departmental newsletter and informative news briefs to keep the Auxiliary informed on key elements of the MOA/MOU/Affiliate Agreements assigned. Additional in put as assigned by the Division Chief will be required for other Departmental Reports.**
- e. **Gain approval and assist in implementing new MOU/MOA/Affiliate Agreements with future Miscellaneous Partners. The approval process will include drafting, staffing and implementation of the MOA/MOU/Affiliate Agreements. The process will include coordinating with the other departments impacted by the MOA/MOU/Affiliate Agreements. All MOA/MOU/Affiliate Agreements will be guided by Commandant Instruction 5216.18, or, in the case of Affiliate Agreements, guidance will be available from the Coast Guard Auxiliary Association Executive Director.**
- f. **Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.**

WEST MARINE BRANCH CHIEF, BC-BLW

In addition to the General Duties, the CHIEF, WEST MARINE BRANCH, under the immediate supervision of the Chief, RBS Liaison Division, shall be assigned the following duties:

- a. **Establish a close working relationship with the designated representative in the assigned organization.**
- b. **Be responsible for seeking new and better ways of interface with that organization, in concert with Auxiliary goals and missions.**
- c. **Provide timely communications and informative feedback to the Division Chief informing them of any developments between the Auxiliary and that organization. They shall also require regular updates from assistant branch chiefs, if assigned**
- d. **Upon consultation with the Division Chief, be responsible for coordinating revisions to the existing alliance with West Marine as may be needed.**
- e. **Understand and apply the communication protocols involved in informing the Auxiliary leadership and membership at all levels about the various alliances/MOU's with partnership organizations as defined by the DVC-BL. Recognize that drafting and implementation of an alliance/MOU will likely have to be coordinated through other departments, involving action by such entities as public affairs, RBSVP, marine safety, PE, training, etc. The chain of management and leadership shall be adhered to, consulting often with the Division Chief.**
- f. **Read, understand, and question the DVC-BL as needed, related to the most current National Direction plan.
and the concepts of accountability, as defined by the DVC-BL.**
- g. **Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BL.**



RESOURCES DIVISION CHIEF, DVC-BR

In addition to the General Duties, the CHIEF, RESOURCES DIVISION, insures that projects and tasks are followed through and completed in a timely manner, and shall maintain an effective tickler system of pending tasks and projects. The DVC-BR shall require regular updates from the Branch Chiefs. Moreover, the DVC-BR should keep the Director apprised of project status and other issues in a timely manner. Additionally under the auspice of the Director, RBS Affairs Department, the DVC-BR shall be assigned the following specific duties:

- a. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.
- b. Ensure that the department newsletter, *WAVES*, is published accurately, timely, and disseminated appropriately thru the USCGAUX chain of communication to the Flotilla Commander level, through management and direction of BC-BRN.
- c. Ensure that the departments Web page on the USCGAUX website is maintained both up-to date and professionally, through management and direction of BC-BRI.
- d. Manage the communications with organizations that are potential grant sources to Auxiliary units.
- e. Provide guidelines for any grant programs authorized by Coast Guard Auxiliary Assoc., Inc. [CGAuxA] through the BC-BRG.
- f. Monitor and report annually, or as requested, on the grant activities for which the division is responsible.
- g. Mentor, train and develop branch chiefs to be prepared in taking over the division chief position at any time as so directed.
- h. Ensure that all divisional staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of staff communications.
- i. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, as defined by the DVC-BR, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.
- j. Ensure that the USCGAUX Directory of Services is published annually and maintained on an as needed basis.
- k. Coordinating the staffing of the National USCGAUX display at appropriate conferences and venues, as determined by Director or above officers,

GRANTS BRANCH CHIEF, BC-BRG

In addition to the General Duties, the CHIEF, GRANTS BRANCH, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the division chief apprised of project status and other issues in a timely manner.

Additionally under the immediate supervision of the Chief, Resources Division, they shall be assigned the following specific duties:

- a. For each organization eligible to offer grants, write detailed application procedures for Aux. units, with clear instructions for how to submit the applications directly to the sponsoring organizations. Moreover, the BC-BRG must follow up and send “tickler” messages to remind members of the grant opportunity and approaching deadlines.**
- b. Be available to answer questions from units on grant processes and applications and provide spreadsheet summary application reports to the DVC-BR.**
- c. Be in contact with various grantors on a timely basis, or as requested, to track how many Auxiliary unit applications are submitted.**
- d. After grants are awarded, be available to assist units in following grant administration procedures.**
- e. With the DVC-BR, develop internal marketing materials to encourage more Auxiliary units to submit grant applications.**
- f. Research additional organizations that are eligible to offer grants and make recommendations for further research to DVC-BR.**
- g. Read, understand, and question the DVC-BR as needed, related to the most current National Direction plan. and the concepts of accountability as defined by the DVC-BR.**
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BR.**

WEB PAGE BRANCH CHIEF, BC-BRI

In addition to the General Duties, the CHIEF, WEB PAGE BRANCH, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the division chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Chief, Resources Division, they shall be assigned the following specific duties:

- a. Create or edit postings for the Boating, CGAuxA, and Public portions of the National Web Page.**
- b. Select entries from the B. Dept. pages for posting to the Public portion of the National Web Page.**
- c. Establish and maintain interface with the Information and Communications Services Department on all matters relating to electronic communications.**
- d. Keep the Chief, Resources Division, informed as to issues and expectations in the various communications media.**
- e. Design/re-design and keep current the Department’s web page to reflect modern web design criteria and within the guidelines of the “I” Department.**
- f. Annually, update the Directory of Services for review by Chief, Resources Division, Department**

Chief, Boating, and Deputy Department Chief, Boating and prepare the document for both printing and subsequent publication on the Department's Web Page.

- g. Read, understand, and question the DVC-BR as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BR.
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BR.

NEWSLETTER BRANCH CHIEF, BC-BRN

In addition to the General Duties, the CHIEF, NEWSLETTER BRANCH, insure that projects and tasks are followed through and completed in a timely manner, and they shall maintain an effective tickler system of pending tasks and projects. They shall require regular updates from assistant branch chiefs, if assigned. Moreover, they should keep the division chief apprised of project status and other issues in a timely manner. Additionally under the immediate supervision of the Chief, Resources Division, they shall be assigned the following specific duties:

- a. Edit and publish the Boating Department newsletter on a timely basis.
- b. Establish schedule for various members of the Department to contribute articles.
- c. Prior to publishing, review newsletter with Division Chief-BR, and Department Chief, Boating.
- d. Read, understand, and question the DVC-BR as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BR.
- e. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BR.

RESOURCES DIVISION DOCUMENT BRANCH CHIEF, BC-BRD

In addition to the General Duties, the CHIEF, RESOURCES DIVISION DOCUMENT BRANCH, under the immediate supervision of the Chief, Resources Division, shall be assigned the following duties:

- a. Update and maintain the RBS Affairs Department Organization Chart as needed.
- b. With input provided from Auxiliary National Department Directors, update the Auxiliary Directory of Services during the first quarter of each year.
- c. During the first quarter of each year, examine all RBS Affairs departmental documents and solicit updates from Division Chiefs as needed.
- d. Provide support to the Division's Newsletter Branch Chief (BC-BRN) as may be needed to ensure timely release of WAVES.
- e. Develop and maintain logo and other graphics as may be needed by the RBS Affairs Department.
- f. Assist the Division's Internet Branch Chief (BC-BRI) to ensure that all needed publications are available for posting on the RBS Affairs Department's web sites; insure that all web postings are the latest versions available and recommend that obsolete versions be removed.
- g. Assist all RBS Affairs Department staff officers in document formatting and design as requested.

h. The BC-BRD shall insure that projects and tasks are followed through and completed in a timely manner while maintaining an effective tickler system of pending tasks and projects, while keeping the DVC-BR apprised of project status and other issues in a timely manner. Project/staff work is considered complete as evidenced by documented email correspondence to DVC-BR.



STATES DIVISION CHIEF, DVC-BS

In addition to the General Duties, the CHIEF, STATES DIVISION, under the auspice of the Director, RBS Affairs Department, shall be assigned the following duties:

- a. Develop and/or maintain a vibrant State Liaison Program with direct input and participation from the State Boating Law Administrators, the U.S. Coast Guard (District Recreational Boating Specialists), and the Auxiliary District Commodores.**
- b. Consult with District Commodores annually and recommend to the Director selections to fill State Liaison positions.**
- c. Collect and coordinate positive Auxiliary/State actions and disseminate their results to appropriate Team Guard offices, ensuring positive communications between Auxiliarists and state officials.**
- d. Ensure that appropriate Directory of Services information is provided annually and maintained as needed to the Resources Division or as requested..**
- e. Motivate State Liaison Officers to use initiative and provide clear guidance to promote continuity and maintain acceptable standards.**
- f. Maintain and update the SLO Handbook on an annual and as needed basis.**
- g. Be responsible for maintaining direct Auxiliary contact with the following NASBLA committees: BAIRAC, Boats&Associated Equipment, Education, and Waterways Management.**
- h. Read and understand the most current national directions documents and the concepts of accountability and completed staff work as it relates to this position.**
- i. Ensure minutes and reports from committee meetings receive full dissemination throughout the Department and ensure their quality.**
- j. Make recommendations regarding NASBLA committee actions to the Director.**
- k. Assist Branch Chiefs to establish and maintain rapport with NASBLA committee chairs.**
- l. Liaison with ex-officio B. Dept. members DC-E & DC-V, relative to assigned NASBLA committees.**
- m. Mentor, train and develop branch chiefs to be prepared in taking over the division chief position at any time as so directed.**
- n. Ensure that all divisional staff receive, and have any questions answered promptly and timely thereto, as relative to the most current National Direction plan, through efficient management of**

staff communications.

- o. Ensure that all division staff understand the concept of accountability as it applies to tasks, projects, and/or work assigned to them through completion, as defined by the DVC-BS, stressing that completion of work will be ascertained and communicated by their respective immediate supervisor in the chain of leadership.

BAIRAC and WATERWAYS MANAGEMENT BRANCH CHIEF, BC-BSB

In addition to the General Duties, the CHIEF, BAIRAC & WATERWAYS BRANCH, under the immediate supervision of the Chief, States Division, shall be assigned the following duties:

- a. Establish contact with the two (2) NASBLA committee chairs annually, request CY meeting dates and places, and request minutes and charges of past meetings and advise DVC-BS.
- b. Maintain regular communications with members of the committee keeping abreast of issues and reporting quarterly or as requested by the DVC-BS.
- c. Attend committee meetings, take complete notes of deliberations and collect all handouts. Report on all meetings attending with a suitable summary posting on WHAT's NEW national USCGAUX page within two weeks upon return from trip/meeting.
- d. Volunteer for assignments and actively participate in committee work in order to establish credibility with committee members and associates.
- e. Read, understand, and question the DVC-BS as needed, related to the most current National Direction plan and the concepts of accountability as defined by the DVC-BS.
- f. Project/staff work is considered completed as evidenced by documented email correspondence to that effect by the DVC-BS.

**ATLANTIC South, ATLANTIC North, ATLANTIC West, and PACIFIC BRANCH CHIEFS,
BC-BSS, BC-BSA, BC-BSI, and BC-BSP**

In addition to the General Duties, the CHIEFS, STATES BRANCHES, under the immediate supervision of the Chief, States Division, shall be assigned the following duties:

- a. Establish a meaningful and ongoing relationship involving regular interaction with the State Liaison Officers (SLO) through their DSO-SLs, where appointed, for the states assigned to the region of Atlantic South.
- b. Mentor SLOs through their DSO-SLs, where appointed, to establish a meaningful relationship with their BLA counterpart and others in their state's boating safety program and Auxiliary staff; such relationship should facilitate a positive environment of open and candid conversation geared towards increasing RBS.
- c. Mentor the SLOs through their DSO-SL, where appointed, to reach an understanding of the current SLO Guide and to pursue the spirit and intent of the State Liaison Program.
- d. Solicit state issues adversely affecting the intent outlined in the SLO Guide which the Auxiliary can help resolve and surface such issues to the appropriate Auxiliary staff officer(s) via the chain of management and leadership.

e. Solicit, compile and forward quarterly reports from each SLO to the DVC- BS by the requested due date.

f. Offer the DCOs for assigned states to complete an annual evaluation of their DSO-SL and SLO appointment(s) with written & verbal feedback consisting of positive aspects of performance, areas offering opportunities for improvement, or unable to offer an assessment. This process should be completed no later than 01 October each year. Upon completion of this process, submit a summary report to the DVC-BS of negative and positive aspects provided to each DCO.

g. Support assigned area DCOs by conducting SLO workshops and training seminars as needed and requested.

h. Provide information to area DSO-SLs and SLOs concerning BLA regional/district conferences and workshops while encouraging participation. Branch Chief should participate in the applicable BLA regional conference annually.

g. Submit to DVC-BS summaries on all conferences/workshops attended within two weeks upon return from trip/meeting.

h. Project/staff work is considered complete as evidenced by documented email correspondence to DVC-BS.

STATES COMMUNICATIONS BRANCH CHIEF, BC-BSC

In addition to the General Duties, the CHIEF, STATES COMMUNICATIONS BRANCH, under the immediate supervision of the Chief, States Division, shall be assigned the following duties:

- a. Maintain current list of RBS State Liaison related conferences which would be appropriate for SLOs to attend. Coordinate this information process with DVC-BS.**
 - Disseminate details of conferences with appropriate BCs, DSO-SLs and SLOs with ample lead time to seek travel funds and conference enrollment.**
 - When requested by DVC-BS, provide NASBLA Annual Conference & NASBLA Regional Conference dates, location and approximate air travel costs specific to DVC-BS & BC-BSS, BC-BSA, BC-BSI and BC-BSP in next fiscal year for the RBS Affairs Department budget preparation process.**
 - Seek to promote the importance of participation by SLOs in State Liaison related conferences.**
- b. In coordination with DVC-BS, develop, promote and coordinate lines of regular communications between Auxiliary SLO stake holders such as DIR-B, DVC-BS, BC-BSS, BC-BSA, BC-BSI, and BC-BSP, DSO-SLs, SLOs.**
 - Such communications might include regular promotional emails, conference calls, surveys, etc.**
- c. In coordination with DVC-BS, DIR-Bd and the Resources Division staff, develop, promote and coordinate as needed web sites which would be useful for informational resource swapping and blogging RBS type communications with various state RBS stake holders at all levels.**

- d. Maintain the lists of appointment changes and contact information for all DSO-SLs, SLOs, BLAs and RBS Specialists. Such appointment changes must be verified at least quarterly through an accessible on-line process based on AUXDATA such as AuxOfficer or Edirectory.**
- As such contact changes occur, the listing posted on the RBS Affairs Department web site must be updated, as well as the lists maintained by the applicable RBS Affairs Department staff officers such as DIR-B, DVC-BS, BC-BSS, BC-BSA, BC-BSI and BC-BSP.**
- e. As may be requested by the DVC-BS, assist in coordinating, editing and compiling the States Division's quarterly reports.**
- f. During the month of January, proof the SLO Guide and submit updates to DVC-BS for approval. Make approved updates and submit for posting on-line. Utilize the Resources Division staff as needed.**
- g. Through DVC-BS, assist SLOs with marketing the concept of combining State, Auxiliary and USCG assets to the BLA.**
- h. Project/staff work is considered completed as evidenced by documented email correspondence to that effect to the DVC-BS.**

END OF RBS AFFAIRS DEPARTMENT SPECIFIC JOB DESCRIPTIONS

