

District Information Systems Officer (DSO-IS)

Revised March 2005

1. RESPONSIBILITIES

- a. Exercise staff responsibility and supervision over all matters pertaining to the collection and recording of the District's data, keeping EXCOM members informed of all developments in this area.
- b. Unless otherwise directed, schedule qualified Auxiliarists to perform specific activities in your area of responsibility. The schedule must include a specific time and place for the activity.
- c. Initiate and maintain contact with your counterparts on the National Staff as well as the SOs-IS to ensure proper credit is received for the members' activities.
- d. Coordinate and cooperate with other DSOs in your district so that they are kept advised of the progress in each of their program areas of responsibility.
- e. Maintain such records as may be required to effectively discharge your responsibilities.
- f. Prepare one or more articles for each issue of the District publication, to pass information of a general nature or of wide spread interest to the members of the district.
- g. Utilize the district web site to provide current and readily available information in your area of responsibility to the district membership.
- h. Immediate supervisory responsibility for your office is vested in the VCO. Cooperate with the VCO in every way to ensure that the District's activities are effectively and accurately recorded.
- i. Upon expiration of your term of office or when so directed by the District Commodore, transfer all property and records of the office to your successor.

2. GENERAL DUTIES

- a. Attend all meetings of the District Board and District Staff, providing a written report on progress and activities in the District's Information System. Give the Vice Commodore prior notice when attendance is not possible.
- b. Attend Area Division Captains meetings when requested.
- c. Be alert for any reports on problems with supplies from the National Supply Center that affect your area of responsibility. Bring these matters to the attention of the VCO and/or DCO.
- d. Assist the District Bridge by providing any workshops, seminars and other training sessions when requested, particularly those for the IS and AUXDATA/AUXINFO training of elected and appointed officers.

- e. Take positive steps to ensure that the SOs-IS are well trained. Conduct whatever workshops and training programs that may be necessary to ensure that District policy is followed in your program.
- f. Establish goals and measurable objectives for your area of responsibility and prepare the necessary plans to achieve them. Maintain periodic review of achievements, compare with progress made in previous years and report status to the District Board at each meeting.
- g. As a District Staff Officer, you are a direct representative of the Commodore. As such, you are authorized to assist the various divisions and flotillas. As a courtesy, prior coordination of any visits to the units will be made with the appropriate DCP or FC.
- h. When ADSOs are appointed to assist you in your area, you are responsible to the DCO for their performance. This responsibility includes assigning specific tasks, requiring reports, and following up on their actions. When the assistance is no longer needed, or no longer effective, you will so advise the DCO via the VCO.
- i. Prepare regular mailings or communications at least quarterly to the SOs-IS in your district to pass along all information. When appropriate, sufficient copies will be provided to the SOs for distribution to the FSOs in their division. Provide copies to the District Board and applicable National and District Staffs.
- j. Review the appropriate AUXDATA/AUXINFO reports on a regular basis to track the input of the District's activities. When a weakness is observed within a division or flotilla, correspond with the appropriate staff officer and RCO. Request information on the nature of the problem and offer assistance. When appropriate, prepare correspondence for the DCO to use in requesting information from the division captains on the perceived problem.
- k. Understand the criteria and rules for mission activity reporting and have a program in place that ensures consistent and accurate reporting according to the criteria in your district.
- l. Ensure that each division in your district has identified a primary and back-up data entry person. The primary is usually the SO-IS though exceptions may be made to ensure the timely entry of AUXDATA input for the division.
- m. Train a back-up for your duties.
- n. Serve as an advisor to the District Awards Committee.
- o. Report quarterly, in writing, to the District Board on progress and activities in the District.
- p. Provide to the DCO, VCO and applicable RCO(s) / DCPs when appropriate, copies of all correspondence from you.
- q. All new DSO-IS officers MUST complete the AUX-10 "C" School if they have not previously attended as FSO-IS or SO-IS.
- r. Aid the new SOs-IS and FSOs-IS in scheduling an AUX-10 "C" School.