

**DUTIES AND RESPONSIBILITIES
NATIONAL DIRECTORATE COMMODORE FOR MEMBER SERVICES
UNITED STATES COAST GUARD AUXILIARY**

National Directorate Commodore for Member Services shall:

1. Lead and direct the Auxiliary's Member Services programs by facilitating the activities of four Departments; Training, Personnel, Public Affairs, Information Technology, and the National Diversity Team,
2. In conjunction with the respective Department Chiefs, establish goals and objectives for the Directorate,
3. Act as primary liaison between the National Executive Committee (NEXCOM), the National Board and the respective Department Chiefs to facilitate communications and decisions regarding the activities of the departments,
4. Serve as the Auxiliary's primary liaison with G-13 (Training and Diversity), G-12 (Personnel) and G-IP (Public Affairs), acting as an interface between the appropriate program managers at Coast Guard Headquarters and the respective Department Chiefs,
5. Provide the respective Department Chiefs with the necessary policy and procedural information and ensure that the policies set forth by the NEXCOM, the National Board and the Office of the Chief Director are appropriately executed by the respective Departments,
6. Consult frequently with the Department Chiefs concerning their assigned duties and facilitate the integration of the department activities within the Directorate, with other Directorates and the with the Office of the Chief Director,
7. Process administrative paperwork from the respective departments, including appointment requests, travel requests, and budgeted reimbursement requests,
8. Be aware of all projects and activities undertaken by the respective departments,
9. Consult frequently with the National Chief of Staff concerning the administration of the Directorate,
10. Submit Directorate progress reports to the members of the NEXCOM as directed by the Chief of Staff,
11. Review department reports prior to submission to the NEXCOM and Operating Committee (OPCOM),
12. Participate in the planning and execution of seminars, workshops, forums and panel discussions at national meetings, conferences, National Training Schools and other meetings as directed, and review all respective department workshop/seminar agendas prior to these meetings,
13. Review all Department Chief articles and department newsletters prior to final submission to ensure adherence with policy and that the articles are timely, interesting and worthwhile reading,
14. Act as a mentor for the respective Directorate Department Chiefs, giving special attention to the transition period for new Department Chiefs.
15. Perform various administrative duties and additional tasks as assigned by the NACO or NACOS.

Qualifications and skill sets:

The NADCO-MS should be an effective communicator in both oral and written form. The individual should be fully familiar with pertinent Member Services issues and capable of serving as an Auxiliary and Coast Guard spokesperson on these issues – both internally and externally. The NADCO-MS should be a capable leader and have good administrative skills. The NADCO-MS should be able to gain and maintain the respect of Coast Guard personnel. The NADCO-MS must have sufficient resources (time, funds, skills, etc) to accomplish the full range of the assigned tasks and functions.