

Duties of Cadet Public Affairs, S-2

1. Reports to and receives orders from the SMI, MI, and cadet Battalion Executive officer.
2. Takes post in the battalion staff at all formations as prescribed in drill and ceremonies.
3. Ensures photo and news release coverage of all activities of the battalion which may be of interest to the public.
4. Coordinates with the school regarding past, current and future events in which cadets may be involved in. (Verification needed)
5. Coordinates his/her activities with that of the school newspaper and Yearbook staff.
6. Maintains a unit history that includes photos, news clippings, tape recordings and narrative accounts of the activities of the Battalion.
7. Regulates and maintains the school website.
8. Strictly adheres to all Marine Corps Traits and principles.
9. Carries out any additional responsibilities/duties that may be assigned from the SMI or MI.