

FAMILY READINESS GROUP VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: FRG Leader

RESPONSIBLE TO: Unit Commander

PURPOSE: Organize and lead the unit's FRG

POSITION RESPONSIBILITIES:

- Supports the commander's family readiness goals.
- Provides overall leadership for the FRG.
- Works together with the FRG Liaison in order to accomplish FRG goals.
- Recruits other volunteers to serve on FRG committees.
- Recognize FRG volunteers, and welcome newcomers.
- Delegates FRG responsibilities to selected volunteers as committee chairpersons.
- Identifies needs or unique problems of unit families.
- Acts as unit FRG spokesperson for communicating family members' concerns and ideas to the unit commander.
- Prepares meeting agendas, facilitates meetings, oversees the production and distribution of the FRG newsletter and is responsible for preparing reports submitted to State Family Program Director (SFPD)
- Responsible for seeing that copies of all correspondence, minutes, agendas, financial records etc. are kept in FRG binder and unit Family Readiness Binders.
- Seeks commanders guidance concerning all events, activities and fundraisers
- Ensures that all phone tree records are kept up-to-date

TIME REQUIRED:

- Six to eight hours a week (depending on scheduled activities).
- One year commitment (depending on FRG operating procedures, term lengths etc...)

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of family readiness programs, unit structure and procedures, military and community agencies and services.
- Ability to work well with others.
- Leadership skills
- Public Speaking skills
- Time Management skills

RECOMMENDED TRAINING:

- GFTB Levels I-III
- State Level Volunteer training and/or past experience

FAMILY READINESS GROUP VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: FRG Liaison or MPOC (Military Point of Contact)

RESPONSIBLE TO: Unit Commander

PURPOSE: To serve as liaison between Unit Commander and FRG

POSITION RESPONSIBILITIES:

- Supports the commander's family readiness goals.
- Cooperates with the FRG Leader in order to accomplish FRG goals.
- Recognize volunteers and welcomes newcomers
- Recruits other volunteers to serve on FRG committees.
- Identifies needs or unique problems of unit families.
- Acts as liaison for communicating commander's concerns and ideas to the FRG and communicating family members' concerns and ideas to the unit commander

TIME REQUIRED:

- Six to eight hours a week (depending on scheduled activities).
- One year commitment (depending on special duty appointment)

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of family readiness programs, unit structure and procedures, and military resources and agencies available to families..
- Ability to work well with soldiers and volunteers
- Ability to communicate well

RECOMMENDED TRAINING:

- GFTB Levels I-III
- Volunteer training and/or past experience

FAMILY READINESS GROUP VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: FRG Assistant Leader

RESPONSIBLE TO: FRG Leader and Unit Commander

PURPOSE: To serve as assistant to FRG Leader in organizing and leading unit's FRG

POSITION RESPONSIBILITIES:

- Supports the commander's family readiness goals.
- Cooperates with the FRG Leader in order to accomplish FRG goals.
- Recognizes volunteers and welcomes newcomers
- Recruits other volunteers
- Alternates with leader when necessary or planned for, to facilitate meetings
- Works with FRG leader in preparing meeting agendas.
- May serve as membership chairperson and/or phone tree chairperson

TIME REQUIRED:

- Six to eight hours a week (depending on scheduled activities).
- One year commitment (depending on special duty appointment)

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of family readiness programs, unit structure and procedures, and military resources and agencies available to families.
- Ability to communicate well
- Leadership skills
- Public speaking skills
- Time Management skills

RECOMMENDED TRAINING:

- GFTB Levels I-III
- Volunteer training and/or past experience

FAMILY READINESS GROUP VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: FRG Secretary

RESPONSIBLE TO: FRG Leader and unit commander

PURPOSE:

- Maintain accurate minutes of meetings.

- Distribute information and correspondence to unit families
- Keep records of all actions of the FRG

POSITION RESPONSIBILITIES:

- Maintains a FRG binder with a calendar, current Chain of Concern roster (phone tree), sign-in sheets, agendas and minutes.
- Submits copies of all records for the unit Family Readiness Binder to the FRG Leader.
- Updates the contact roster with telephone numbers of new arrivals and reports changes to the FRG Leader. (this responsibility may fall under a Membership Chair if the FRG chooses to have this position)
- Prepares the FRG newsletter (if FRG decides this position has that responsibility)
- Mails or distributes all FRG correspondence (including newsletter)

TIME REQUIRED:

- Approximately 10-20 hours per month. (dependent upon preparation of newsletter)
- One year commitment. (depending on FRG SOP term lengths, etc...)

QUALIFICATIONS & SPECIAL SKILLS:

- Ability to take accurate notes and keep records.
- Well organized.
- Time management skills

RECOMMENDED TRAINING:

- GFTB Levels I-III
- State Level Volunteer training and/or past experience

FAMILY READINESS GROUP VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: FRG Treasurer

RESPONSIBLE TO: FRG Leader and unit commander

PURPOSE: Serve as custodian for the FRG informal fund

POSITION RESPONSIBILITIES:

- Obtains appointment letter from the commander.
- Sets up fund account at local bank.
- Maintains FRG fund records and ledger; keeps it up to date at all times.
- Receives and accounts for all funds submitted from fundraisers; prepares deposit slips, and deposits funds into the FRG account.
- Disburses checks in accordance with FRG Leader and commander's guidance.
- Reviews monthly bank statements and reconciles with ledger; calls bank about any unexplained discrepancies.
- Prepares monthly reports and presents them to FRG Leader and commander; also reads financial summary aloud at FRG meetings.

TIME REQUIRED:

- 10 hours per month (depending on activity frequency).
- One year commitment.

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of banking procedures
- Good math skills
- Well organized
- Ability to work well with others

RECOMMENDED TRAINING:

- GFTB Levels I-III
- State Level Volunteer Training and/or past experience

**FAMILY READINESS GROUP VOLUNTEER
POSITION DESCRIPTION**

POSITION TITLE: FRG Newsletter Editor

RESPONSIBLE TO: FRG Leader and unit commander

PURPOSE: Publishes the Company's FRG Newsletter

POSITION DESCRIPTION:

- Supports the commander's family readiness goals.
- Determines level of interest of FRG members in having a newsletter; discusses with FRG leader and commander the scope and topics of newsletter.
- Organizes a volunteer newsletter staff (reporters, writers, editors, typists, illustrators, collators, mailers as necessary).
- Designs newsletter and logo—gets input from members.
- Oversees gathering of information from all sources; organizes, writes, and edits material.
- Provides copies of draft newsletters to FRG Leader and commander for editing.

TIME REQUIRED:

- 20 hours per quarter (depending on newsletter frequency).
- One year commitment.

QUALIFICATIONS & SPECIAL SKILLS:

- Editorial, spelling, grammar skills; ability to write articles.
- Managerial skills; knowledge of organization.
- Creativity, energy, artistic talent.

RECOMMENDED TRAINING:

- GFTB Levels I-III
- Volunteer training and/or past experience

FAMILY READINESS GROUP VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: **Activities Chairperson**

RESPONSIBLE TO: FRG Leader and unit commander

PURPOSE: Plan, organize, and execute in conjunction with the FRG Leader, FRG activities and special events

POSITION DESCRIPTION:

- Supports the commander's family readiness goals.
- Solicits FRG members' ideas and interests about fun events they would like the FRG to plan.
- Discusses proposed events with FRG and unit leadership.
- Recruits other volunteers to help with event details; checks the unit training schedule; agrees on date, location, etc.
- Establishes committees for the event and brainstorms needs.
- Coordinates financial needs with FRG leadership, treasurer, and fundraiser chairperson.
- Prepares activity approval form and delivers to FRG Leader for commander's signature
- Ensures that desired location is available the day of the event.
- Coordinates with the newsletter chairperson to advertise the event.
- Supervises the planning sessions and completes event planning.
- Coordinates with commander to arrange to help with decorations and other tasks.
- Meets at intervals with committee chairpersons to ensure that all necessary preparations are in place.
- Supervises in conjunction with the FRG Leader, the execution of the event; monitors activities to ensure the event is on schedule.

TIME REQUIRED:

- 10 hours per month (depending on event frequency).
- One year commitment.

QUALIFICATIONS & SPECIAL SKILLS:

- Enthusiasm and energy.
- Positive leadership traits.
- Good knowledge of recreational opportunities within community
- Organizational ability.

RECOMMENDED TRAINING:

- GFTB Levels I-III
- Volunteer Training and/or past experience.

FAMILY READINESS GROUP VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Fundraiser Chairperson

RESPONSIBLE TO: FRG Leader and Unit Commander

PURPOSE: Manage FRG fundraising activities

POSITION DESCRIPTION:

- Coordinates with FRG Leader and Activities Chairperson on upcoming events and financial needs.
- Coordinates with commander on training schedule and open times for fundraisers.
- Canvasses membership about types of fundraisers desired.
- Coordinates with commander about proposed fundraiser(s).
- Prepares fundraiser permission letter and delivers to FRG Leader for commanders approval
- Works with FRG Liaison to publicize upcoming fundraiser.
- Complies with military regulations.
- Works with fundraiser committee to plan the fundraiser.
- Recruits volunteers and delegates duties.
- Supervises in conjunction with FRG Leader the fundraiser on the appointed day.
- Safeguards funds and turns them over to the treasurer or alternate as soon as possible.
- Reports fundraiser results to FRG Leader and membership.

TIME REQUIRED:

- 10 hours per month (depending on scheduled activities).
- One year commitment

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of fundraising regulations.
- Excellent leadership traits—works well with other.

RECOMMENDED TRAINING:

- State Level Volunteer Training/or past experience
- GFTB Levels I-III

**FAMILY READINESS GROUP VOLUNTEER
POSITION DESCRIPTION**

POSITION TITLE: FRG Advisor

RESPONSIBLE TO: Battalion Commander

PURPOSE: Provide mentorship/guidance to the FRG Leader and Committee Chairpersons.

POSITION DESCRIPTION:

- Supports the commander's family readiness goals.
- Serves on FRG steering committee; may also chair the committee.
- Provides guidance and support to the FRG Leader.
- Fields specific family readiness problems and discusses them with steering committee.
- Gathers and disseminates information on activities at the battalion level and above.
- Delegates FRG issues to senior spouses for resolution.
- Acts as a unit FRG spokesperson for communicating family members' concerns and ideas to the commander.

TIME REQUIRED:

- 5 to 10 hours per month (depending scheduled activities).
- One year commitment.

QUALIFICATIONS & SPECIAL SKILLS:

- Knowledge of family readiness programs, unit structure and procedures, and post agencies and services
- Ability to work well with others especially steering committee members and unit FRG leaders.
- Ability to persuade people to volunteer.

RECOMMENDED TRAINING:

- GFTB Levels I-III
- State Level Volunteer Training and/or past experience