

**DA Volunteer Management Information System (VMIS)**  
**Organization Position Template**

**Military Community:** Fort Bragg

**Organization:**

**Position Title:** FRG Treasurer

**Duration Type:** Ongoing

**Organizational Category:** Statutory

**Summary:** Serve as custodian for the FRG informal fund

**Description:**

- Obtains appointment letter from the commander
- Prepares form SS4 and applies to the IRS for an employee ID number for the bank account
- Sets up fund account at local bank
- Maintains FRG fund records and ledger; keeps it up to date at all times
- Receives and counts all funds submitted from fundraisers; prepares deposit slips, and deposits funds to FRG fund account
- Disburses checks in accordance with FRG leader and commander's guidance
- Reviews monthly bank statements and reconciles with ledger; calls bank bookkeeper about any unexplained discrepancies
- Prepares monthly reports and presents them to FRG leader and commander; also reads summary aloud at FRG meetings

**Keywords:** FRG, Treasurer, FRG Treasurer, money, financial, fundraising, fundraiser

**Status:** open

**Public:** no

**Posted:**

**Closed:**

**Location Information:**

**Contact Information:**

**Additional Details:**

**Purpose:** Serve as custodian for the FRG informal fund

**Qualifications:** • Knowledge of banking procedures

- Good math skills
- Well organized
- Ability to work well with others

**Time Required:** Ten to twenty hours per month (depending on activity frequency)

**Term of Service:** one-year commitment preferable

**Training:** • Operation READY courses

- Financial Readiness Training
- Budgeting and Checkbook Maintenance
- Other volunteer training as available through ACS

**Evaluations:** commander's discretion

**Benefits:** meet new people, volunteer experience, learn new skills, build esprit-de corps in your unit, gain job experience