POSITION TITLE: FRG Senior Advisor (a.k.a. Senior FRG Leader, Battalion FRG Leader)

SUPERVISOR: Battalion Commander and/or Brigade FRG Senior Advisor

OBJECTIVE: Organize battalion level FRG Structure

DESCRIPTION OF DUTIES:

- Supports the commander's family readiness goals.
- Acts as advisor to commander on FRG matters.
- Serves as battalion FRG Leader and advisor to company-level FRG Leaders.
- Gathers and disseminates information on activities at the battalion level and above.
- With commander guidance, prepares and tracks battalion FRG APF budget.
- Acts as liaison between battalion and unit-level FRGs.
- Coordinates administrative and logistical support with Family Readiness Deployment Assistant (FRGDA).
- Serves on battalion FRG steering committee; may chair the committee, as well.
- Supports the commander's family readiness goals.
- Determines other key steering committee volunteer personnel and delegate duties and job descriptions. Serves as an interface between families, Soldiers, and the deployed unit.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized
 for this position. Use of government vehicle is provided without detriment to the accomplishment
 of the unit's mission.

SUPERVISION AND E Primary supervision is b	VALUATION: by the
Evaluation to be perform	med on a bi-annual basis by the primary supervisor and volunteer manager.
TIME REQUIRED: 10 to 20 hours per week.	
QUALIFICATIONS:	Knowledge of family readiness programs, unit structure and procedures.
POSITION'S TERMS:	One-year commitment
	s job description and to have my phone number published for use by the Family
Name :Print N	ame
Signatu	ıre
Date:	

POSITION TITLE: Company FRG Leader

SUPERVISOR: Company Commander

OBJECTIVE: Supervises the committees, groups and functions for a FRG consisting of Soldiers, civilians and volunteers assigned to the unit and their families (immediate and extended) for morale, cohesion, communication, unit cooperation and the well being of company personnel and their families.

DESCRIPTION OF DUTIES:

- Supports the commander's family readiness goals.
- Provides overall leadership of the FRG in accordance with AR 608-1, Appendix J.
- Schedules, plans, and conducts company Family Readiness Group meetings.
- Delegates FRG responsibilities to select volunteers in order to promote participation in FRG activities and accomplishment of FRG objectives.
- · Acts as a liaison between battalion and company level FRGs.
- Identifies needs or unique problems of unit families.
- Tracks FRG appropriated fund budget.
- Serves as a member of the battalion-level steering committee.
- Coordinates administrative and logistical support with Family Readiness Group Deployment Assistant (FRGDA).
- Acts as a company FRG spokesperson for communicating family members' concerns and ideas to the company commander and battalion level FRG.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

SUPERVISION AND EXPRINE SUPERVISION IS better	valuation: by the
Evaluation to be perforn	med on a bi-annual basis by the primary supervisor and volunteer manager.
TIME REQUIRED: scheduled activities.	6 to 8 hours per week. Schedule dependent on deployed status and other
QUALIFICATIONS:	Knowledge of family readiness programs, unit structure and procedures.
TRAINING:	Classes provided through ACS and Reserve Component Family Programs.
POSITION'S TERMS: One-year commitment	
I agree to abide by this Readiness Group of	s job description and to have my phone number published for use by the Family
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POSITION TITLE: Treasurer/Informal Fund Custodian and Alternate

SUPERVISOR: FRG Leader

OBJECTIVE: Serves as custodian for the FRG informal fund

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DESCRIPTION OF DUTIES:

- Keeps accurate records of all FRG informal fund income, expenditures and funds on hand following the policies listed in AR 608-1, Appendix J.
- Sets up bank account in the name of the FRG with unit mailing address, if one does not exist.
- Makes deposits, writes checks and reconciles monthly bank statement; keeps and files all receipts.
- Prepares monthly reports on informal fund financial status for the commander and FRG meeting.
- Turns in annual report to unit and first 06 commander in the chain of command.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

SUPERVISION AND E Primary supervision is I	VALUATION: by the
Evaluation to be perform	med on a bi-annual basis by the primary supervisor and volunteer manager.
TIME REQUIRED:	2 to 4 hours per month.
QUALIFICATIONS:	Basic knowledge of accounting desired; Knowledge of banking procedures; Good math skills; well organized
POSITION'S TERMS:	One-year commitment
· ·	s job description and to have my phone number published for use by the Family
Name:Print N	
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POSITION TITLE: FRG Newsletter Editor

SUPERVISOR: FRG Leader

OBJECTIVE: Editor for monthly newsletter.

DESCRIPTION OF DUTIES:

- Organize a volunteer newsletter staff (reporters, writers, editors, typists, illustrators, collators, mailers)
- Oversee gathering of information from all sources; organizing, writing and editing of material; typing or word processing; final editing and layout.
- Provide advance copy to Commander/Rear Detachment Commander or designee to review all official Army information prior to printing.
- Submit camera-ready copy to unit for reproduction; arrange for collating, stapling, labeling and mailing.
- Solicit feedback and monitor effectiveness of process.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized
 for this position. Use of government vehicle is provided without detriment to the accomplishment
 of the unit's mission.

SUPERVISION AND E Primary supervision is b	VALUATION: by the		
Evaluation to be perform	med on a bi-annual basis by the primary supervisor and volunteer manager.		
TIME REQUIRED:	QUIRED: Approximately 10 to 12 hours per month		
QUALIFICATIONS:	UALIFICATIONS : Typing, spelling, grammar skills. Ability to write concisely.		
POSITION'S TERMS: One-year commitment			
	s job description and to have my phone number published for use by the Family		
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FRG Newsletter Reporter POSITION TITLE: SUPERVISOR: FRG Newsletter Editor **OBJECTIVE:** To provide accurate articles of interest for the FRG newsletter. **DESCRIPTION OF DUTIES:** Provide a least one article per month for the FRG Newsletter. Coordinate article assignments through FRG Newsletter Editor. · Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission. SUPERVISION AND EVALUATION: Primary supervision is by the _____ Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager. TIME REQUIRED: 3 to 4 hours per month QUALIFICATIONS: Good grammar skills. Able to work independently or with little supervision. Computer knowledge required. Must be reliable. **POSITION'S TERMS**: One-year commitment I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____ Name: _____ Print Name

Source: USAG Hawaii ACS

Signature

Date: _____

POSITION TITLE: Battalion FRG Recorder

SUPERVISOR: Senior Advisor

OBJECTIVE: To record accurate information during battalion FRG steering committee meetings.

DESCRIPTION OF DUTIES:

- Attend all battalion steering committee meetings and take detailed notes.
- Record attendance at meetings.
- Type up meeting minutes and forward to the Senior Advisor for approval.
- Have meeting minutes prepared and copies available at the next steering committee meeting.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized
 for this position. Use of government vehicle is provided without detriment to the accomplishment
 of the unit's mission.

SUPERVISION AND E Primary supervision is I	VALUATION: by the
Evaluation to be perform	med on a bi-annual basis by the primary supervisor and volunteer manager.
TIME REQUIRED: 3 to 4 hours per month	
QUALIFICATIONS:	Good grammar skills. Must be able to take accurate, detailed notes. Computer knowledge required.
POSITION'S TERMS:	One-year commitment
	s job description and to have my phone number published for use by the Family
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POSITION TITLE: FRG Secretary/Recorder **SUPERVISOR**: Company FRG Leader **OBJECTIVE:** To record accurate information during company FRG meetings. **DESCRIPTION OF DUTIES:** Attend all company FRG meetings and steering committee meetings and take detailed notes. Record attendance at meetings. Write and type meeting minutes and forward to the FRG Leader for approval. Have meeting minutes prepared and copies available at the next FRG meeting and steering committee meeting. Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission. SUPERVISION AND EVALUATION: Primary supervision is by the ______ Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager. TIME REQUIRED: 3 to 4 hours per month QUALIFICATIONS: Good grammar skills. Must be able to take accurate, detailed notes. Computer knowledge required. **POSITION'S TERMS**: One-year commitment I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of ______. Name: _____ Print Name

Source: USAG Hawaii ACS

Signature

Date: _____

Publicity Chairperson POSITION TITLE: SUPERVISOR: FRG Leader **OBJECTIVE:** To inform all Soldiers and family members of FRG of ongoing and upcoming activities. **DESCRIPTION OF DUTIES:** • Inform new members of the purpose and structure of the FRG. Communicate with FRG leader(s). · Disseminate information through FRG Leader, newsletter, flyers, mailings, public announcements at meetings, unit bulletin boards. Get work out using organized unit support structures. Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission. SUPERVISION AND EVALUATION: Primary supervision is by the Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager. TIME REQUIRED: 2 to 4 hours per week. QUALIFICATIONS: A friendly, outgoing personality. Computer skills. **POSITION'S TERMS**: One-year commitment I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of ______. Name: _____ Print Name

Source: USAG Hawaii ACS

Signature

Date:

Fundraising Chairperson POSITION TITLE: SUPERVISOR: FRG Leader **OBJECTIVE:** Coordinate fundraising events to ensure that funds are available for the group's activities. **DESCRIPTION OF DUTIES:** Prepare request forms and process for approval. Recruit volunteers and delegate work. Determine and coordinate requirements and logistics. Develop work schedules. Keep steering committee informed. Work with treasurer to account for funds. Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission. SUPERVISION AND EVALUATION: Primary supervision is by the _____ Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager. TIME REQUIRED: 1 to 2 hours per week. **QUALIFICATIONS:** Ability to recognize needs and interests and generate interest in others. Ability to organize. **POSITION'S TERMS**: One-year commitment I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of Print Name

Source: USAG Hawaii ACS

Date: __

Signature

FRG Historian POSITION TITLE: SUPERVISOR: FRG Leader **OBJECTIVE:** To document functions, activities and events. **DESCRIPTION OF DUTIES:** Attend FRG functions, activities and events to take photos. Submit purchase request forms for supplies thru FRG Leader. Coordinate with someone to take videos of special FRG events. Assemble a scrapbook of the various events, including activities sponsored by the FRG. Bring up-to-date scrapbook to all FRG meetings to share with FRG. Gather photos, videos, and details about FRG events to send to the Soldiers in the field during long deployments. Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission. SUPERVISION AND EVALUATION: Primary supervision is by the _____ Evaluation to be performed on a bi-annual basis by the primary supervisor and volunteer manager. TIME REQUIRED: 6 to 10 hours per month QUALIFICATIONS: A creative mind and good photography skills. **POSITION'S TERMS**: One-year commitment I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of Print Name

Source: USAG Hawaii ACS

Date: __

Signature

POSITION TITLE: Activities Coordinator

SUPERVISOR: Senior Advisor and or Company-Level FRG Leader

OBJECTIVE: Development of an activities calendar.

DESCRIPTION OF DUTIES:

- Solicit ideas, interests through newsletter, at coffees and newcomer orientations and at predeployment briefings
- Coordinate location, date, and time with FRG leadership.
- · Establish committees for each activity.
- Recruit other workers through all publicity channels and motivate them.
- Be familiar with the unit training schedule (timing is essential).
- Coordinate financial needs with treasurer and FRG leadership.
- Coordinate publicity with newsletter editor and publicity coordinators.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

SUPERVISION AND EXPRIMARY SUPERVISION IS B	valuation: by the
Evaluation to be perforn	med on a bi-annual basis by the primary supervisor and volunteer manager.
TIME REQUIRED:	6 to 10 hours per month
QUALIFICATIONS: A creative mind and good photography skills.	
POSITION'S TERMS:	One-year commitment
I agree to abide by this Readiness Group of	s job description and to have my phone number published for use by the Family
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POSITION TITLE: FRG Key Caller Committee Chairperson

SUPERVISOR: FRG Leader

OBJECTIVE: Provide personal contact to keep FRG spouses informed

DESCRIPTION OF DUTIES:

- Prepares the unit phone tree and e-mail list from the unit alert roster and information from first sergeant, the FRGDA and FRG questionnaires
- Recruits and assigns key callers, at least one per platoon or, alternately, enough to assign five to eight families each
- Coordinates regularly with FRG leader and welcome committee chairperson, and updates rosters with new families
- Supervises testing of the FRG phone tree as requested while troops are home and twice monthly while deployed
- Passes important information to key callers for families
- Fields calls from key callers with questions or reports of incidents
- · Reports any significant incidents to FRG leader or commander
- Reviews key callers' phone logs, reports, and volunteer time logs
- · Prepares monthly reports and submits to FRG leader
- Maintains confidentiality and discourages rumors and gossip
- · Keeps an accurate log of calls received, made, and their results

SUPERVISION AND E Primary supervision is b	valuation: by the
Evaluation to be perform	med on a bi-annual basis by the primary supervisor and volunteer manager.
TIME REQUIRED: Two to four hours per week; six-month commitment	
QUALIFICATIONS:	Good telephone/communication skills; Knowledge of community resources and crisis intervention; Concern and empathy for others; calm under stress;
TRAINING:	Provided by Army Community Service, FRG Leader or Reserve Component Family Programs.
POSITION'S TERMS:	6 month commitment
I agree to abide by this Readiness Group of	s job description and to have my phone number published for use by the Family
Name:Print N	ame
Signatu	ure Date

POSITION TITLE: Key Caller (a.k.a. Telephone Contact Person)

SUPERVISOR: FRG Leader

OBJECTIVE: Supports approximately 6-8 families in the company by checking with them on a regular basis and disseminating information.

DESCRIPTION OF DUTIES:

- Talks to assigned spouses on a regular basis (at least every two weeks during deployments).
 These contacts can be made over the phone or in person. Documents contacts made with family members to include: name, time, problem, referrals made and follow up.
- Makes personal contact with new people in their support branch to explain the key caller's role, answer any questions about the FRG and make them feel welcome.
- Attends all FRG meetings and pre-deployment briefs.
- Informs FRG Leader of significant problems and actions taken.
- Passes messages down to each member of the support branch. Notifies FRG Leader if unable to contact a family member, after several attempts.
- Helps to stop rumors during phone calls.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.

SUPERVISION AND E Primary supervision is I	by the
Evaluation to be perform	med on a bi-annual basis by the primary supervisor and volunteer manager.
TIME REQUIRED:	2 to 3 hours per month normally; 10 hours per month during deployments and extended exercises.
QUALIFICATIONS:	A friendly, caring attitude. Reliability, Understanding., and enthusiasm for the unit FRG program.
TRAINING:	Provided by Army Community Service, FRG Leader or Reserve Component Family Programs.
POSITION'S TERMS:	6 month commitment
•	s job description and to have my phone number published for use by the Family
Name:Print N	
Signati	ure Date

POSITION TITLE: Hospitality Chairperson

SUPERVISOR: FRG Leader

OBJECTIVE: To welcome new members into the FRG and promote espirit d' corps within the FRG membership.

DESCRIPTION OF DUTIES:

- Coordinate FRG welcome for inbound families and farewell for outbound families.
- With input from FRG members, develop a plan (card, flowers, meals, etc.) to acknowledge significant life events such as marriages, births, deaths, or illnesses in the family. Encourage FRG members to inform the Hospitality Chairperson or Leader when such events occur.
- Encourage FRG members to support one another during times of crisis.
- Recruit volunteers and delegate tasks/responsibilities as needed.
- Be aware of regulations and guidance concerning FRG funds, specifically what funds may or may not be used for.
- Not required to have a motor vehicle to perform duties. Use of government vehicle is authorized for this position. Use of government vehicle is provided without detriment to the accomplishment of the unit's mission.
- Prior to providing voluntary service, complete Volunteer Service Record (DA Form 4162) and Volunteer Agreement for APF/NAF (DD Form 2793).
- Record and submit volunteer hours on a regular basis, IAW installation policy.

RECOMMENDED QUALIFICATIONS:

- Strong communication and interpersonal skills.
- Organizational skills.
- Ability to work as a member of a team.

TIME REQUIRED: 2 to 4 hours per month.

TERM: One-year commitment.

TRAINING: Highly recommended to attend FRG Leader Training (12 hours) provided through Army Community Service. Highly recommended to attend CARE Team Training provided through Army Community Service. Ongoing training as needed.

	to abide by this job description and to have my ess Group of	phone number published for use by the Family
Name:	: Print Name	
	Signature	

Source: USAG Hawaii ACS

Date: