



Army Reserve Family Programs



Family Readiness Group (FRG) Leader

Purpose	To maintain the FRG and manage the FRG's volunteers as part of the unit's Family Readiness Plan.
Responsibilities	<ul style="list-style-type: none"> • Oversee general operation of the FRG and its activities. Although the other FRG volunteers are responsible for specific functions, the FRG Leader is responsible for overseeing the group. Monitor timelines and inquire about the progress being made with planning and executing the group's goals. Conduct volunteer or steering committee meetings as needed to help ensure communication and coordination in accomplishing FRG activities. • Facilitate meetings. Ensure that discussions stay on track. Encourage all the attendees to participate. All members should be encouraged to express themselves. • Act as spokesperson for the FRG. This includes having an awareness of how the group feels on a particular issue. As problems and issues arise, inform the Commander and/or Family Readiness Liaison (FRL). Keep them informed of what the FRG is planning and the results of what has been done. • Assist in providing unit orientation and conduct informal interviews for new volunteers.
Qualifications	<ul style="list-style-type: none"> • Leadership skills and a willingness to develop a working knowledge of Army Reserve Family Programs, the Unit's Family Readiness Plan and interest in the Unit's FRG.
Supervision	<p>Commander – FRL/RDC/RDO</p> <ul style="list-style-type: none"> • The unit Commander supervises the FRG Leader. The appointed FRL will normally act as the Commander's representative for coordinating routine actions and unit support. • The FRG Leader supervises the FRG key volunteers as depicted in the FRG organizational chart.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit • Recommended: Attendance at Family Programs University or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 2 days per month and attendance at required training.

I understand the responsibilities and qualifications of this volunteer position and agree to fulfill them to the best of my ability.

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Army Reserve Family Programs



FRG Secretary

Purpose	To provide administrative support to the Family Readiness Group (FRG) and to maintain historical records of the FRG.
Responsibilities	<ul style="list-style-type: none"> • Record minutes of FRG meetings. Take notes of activities at the meetings, to include decisions or votes. Maintain and file meeting minutes with the record of FRG activities. Publish a summary of highlights or need-to-know information in the FRG Newsletter. Placing this information on a unit bulletin board can help in publicizing the FRG program and services. • Maintain records of FRG activities. Keep a simple notebook with short descriptions of what the FRG did, when it was done, how many attended and any special information about each activity. This could be a scrapbook (e.g., with pictures and articles) if the important information is recorded. • Publish agenda and activities for FRG meetings.
Qualifications	<ul style="list-style-type: none"> • Willingness to develop a working knowledge of the unit's Family Readiness Plan and interest or experience in the FRG program. • Ability to communicate both orally and in writing.
Supervision	<p>Commander – FRL/RDO – FRG Leader</p> <ul style="list-style-type: none"> • The FRG Leader supervises the Secretary. • The Secretary has no supervisory responsibilities unless additional FRG members volunteer to assist.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit • Recommended: Attendance at Family Programs University, or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 1 day per month and attendance at required training.

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FRG Treasurer

Purpose	To act as the fiscal recordkeeper and financial advisor to the Family Readiness Group (FRG). Serves as a custodian for the FRG Informal Fund.
Responsibilities	<ul style="list-style-type: none"> • Maintain budget, funds and expenditure records. Open a bank account in the name of the FRG with the unit's mailing address, using an Employer Identification Number • (EIN) obtained by completing Form SS-4 (Application for Employer Identification Number) and submitting to the Internal Revenue Service (IRS). Responsible for all of deposits and writing of checks. A working budget should be prepared. • Maintain records of donated money, services and assets (e.g., equipment). Keep accurate records of donations of money and valued services or property donated to the FRG. Records should be kept showing who gave it, what it was, its value, date it was donated and the donor's address and phone number. These records should be maintained for a 3-year period. • Report on finances. Be prepared to report to the FRG at each meeting on the current financial status of the group. This should be a short financial statement reporting income, expenses and the financial balance. The financial records will be made available at FRG meetings. A summary can also be placed on the Unit's Family bulletin board. • Provide the Commander with an annual financial statement, with a copy furnished to the servicing Family Programs Office/Center.
Qualifications	<ul style="list-style-type: none"> • Willingness to develop a working knowledge of unit's Family Readiness Plan. • Ability to manage funds.
Supervision	<p>Commander – FRL/RDO – FRG Leader</p> <ul style="list-style-type: none"> • The FRG Leader supervises the Treasurer. • The Treasurer has no supervisory responsibilities unless additional FRG members volunteer to assist.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit. • Recommended: Attendance at Family Programs University or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 1 day per month and attendance at required training.

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Army Reserve Family Programs



Telephone/E-mail Chain Chairperson

Purpose	To establish a network to convey information and support to Family members of the unit's Family Readiness Group (FRG).
Responsibilities	<ul style="list-style-type: none"> • Organize the Telephone/E-mail Roster(s). Use information provided to you by Family Programs staff and the FRG Survey to develop the unit's FRG Telephone/E-mail Chain. Recruit Telephone/E-mail Callers/Contacts and assign no more than 10 people to each contact. • Maintain contact with Family members. Ensure that each designated point-of-contact (POC) is contacted at least twice a year, or at least monthly during periods of mobilization.
Qualifications	<ul style="list-style-type: none"> • Willingness to develop a working knowledge of Unit's Family Readiness Plan and interest or experience in the FRG program. • Ability to communicate and listen effectively.
Supervision	<p>Commander–FRL/RDO–FRG Leader</p> <ul style="list-style-type: none"> • The FRG Leader supervises the Telephone/E-mail Chain Chairperson. • The Telephone/E-mail Chain Chairperson supervises the Telephone/E-mail Callers/Contacts.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit. • Recommended: Attendance at Family Programs University or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 1- 2 days per month and attendance at required training.

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Army Reserve Family Programs



Newsletter Chairperson

Purpose	To provide the Unit Family members with written information on programs and services of interest to Soldiers and their Families.
Responsibilities	<ul style="list-style-type: none"> • Collect news for Family Readiness Group (FRG) Newsletter. Gather items of interest to use in the FRG Newsletter. Request input from FRG volunteers and unit leadership. Request copies of newsletter from higher headquarters. • Create and publish the FRG Newsletter on a regular schedule. Publish at least quarterly during peacetime and monthly during deployments and other military separations. FRG Newsletters may be printed using the unit copier or commercial resources. The unit may use metered postage to mail FRG Newsletters if the newsletter meets regulatory requirements. Coordinate with the Unit's Family Readiness Liaison on the unit's logistical support, assistance with other staff elements for article submission (e.g., Commander or Chaplain), and approval of the newsletter before being printed.
Qualifications	<ul style="list-style-type: none"> • Willingness to develop a working knowledge of the Unit's Family Readiness Plan and interest or experience in the FRG Program. • Ability to write, edit and publish information. Typing, computer skills and knowledge of the use of duplicating equipment are essential.
Supervision	<p>Commander – FRL/RDO – FRG Leader</p> <ul style="list-style-type: none"> • The FRG Leader supervises the Newsletter Chairperson. The unit Commander, Rear Detachment Commander (RDO) or Family Readiness Liaison (FRL) must approve all newsletters prior to publishing. • The Newsletter Chairperson has no supervisory responsibilities unless additional FRG members volunteer to assist.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit. • Recommended: Attendance at Family Programs University or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 1 - 2 days per month and attendance at required training.

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Army Reserve Family Programs



Publicity Chairperson

Purpose	To publicize activities of the Family Readiness Group (FRG) and Unit Family members (including contributions to the FRG by the civilian community) in both military and community media.
Responsibilities	<ul style="list-style-type: none"> • Coordinate with other FRG volunteers (e.g., the FRG Leader, Special Events Coordinator, FRG Newsletter Coordinator) to establish the annual events that will need publicizing within and outside of the FRG. • Write articles for the FRG Newsletter, creates flyers and develops posters to market FRG events to Unit Soldiers and Family members. • Coordinate with the Unit Public Affairs Representative (UPAR) or the Unit/Command Public Affairs Office (PAO) to accomplish outside of unit news releases and obtain coverage of designated FRG events. • Provide advance notice of upcoming activities to the PAO. Provide input to the PAO by writing articles or news releases to get advance publicity for special events. Ask PAO to get local newspaper, radio and TV stations to run stories so the public will be aware that the Army Reserve is an active member of the community. • Keep the servicing Family Program Office/Center aware of FRG activities and events. Send copies of all media coverage (written summaries of any TV or radio coverage and local newspaper articles) to servicing Family Program Office/Center. Submit articles for the Family Program Office/Center newsletter and web site (if developed) on FRG events.
Qualifications	<ul style="list-style-type: none"> • Willingness to develop a working knowledge of the unit's Family Readiness Plan and interest or experience in the FRG Program. • Knowledge of or interest in public relations or marketing. Must have good communication and writing skills.
Supervision	<p>Commander – FRL/RDO – FRG Leader</p> <ul style="list-style-type: none"> • The FRG Leader supervises the Publicity Chairperson. The unit Family Readiness Liaison (FRL) will provide help in coordinating routine actions and unit support. All articles (intended for release outside of the unit) will be cleared through the UPAR or servicing unit/Command PAO. • The Publicity Chairperson has no supervisory responsibilities unless additional FRG members volunteer to assist.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit. • Recommended: Attendance at Family Programs University or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 2 - 3 days per month and attendance at recommended training.

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Army Reserve Family Programs



Special Events Coordinator

Purpose	To plan Family Readiness Group (FRG) special events that both complements the unit's mission and supports the goals and objectives of the FRG.
Responsibilities	<ul style="list-style-type: none"> • Solicit ideas for FRG-sponsored special events. Surveys, person-to-person solicitation of FRG members or any creative way to increase participation and interest can be used (e.g., a contest of ideas for event or activity in the FRG Newsletter). • Plan FRG special events for the year. • Coordinate and publicize activities of the FRG with other FRG volunteers (e.g., coordinate with the Publicity Chairperson on advertising the events). • As required, the Special Events Coordinator organizes and coordinates additional committees (from other FRG members) for each special event. For example, an event can be broken down into smaller segments as program, equipment, publicity and cleanup. • Ensure individuals and organizations contributing time, money or services receive acknowledgement, a letter of appreciation or other recognition, as appropriate.
Qualifications	<ul style="list-style-type: none"> • Willingness to develop a working knowledge of the Unit's Family Readiness Plan and interest or experience in the FRG program. • Ability to work with others to plan and implement FRG events.
Supervision	<p>Commander – FRL/RDO – FRG Leader</p> <ul style="list-style-type: none"> • The FRG Leader supervises the Special Events Coordinator. • The Special Events Coordinator has no supervisory responsibilities unless additional FRG members volunteer to assist or committees are developed for events.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit. • Recommended: Attendance at Family Programs University or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 2 - 3 days per month.

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Army Reserve Family Programs



Family Sponsorship Coordinator

Purpose	To organize and maintain a communication link between the Family Readiness Group (FRG) and new Soldiers and Families of the Unit.
Responsibilities	<ul style="list-style-type: none"> • Prepare Welcome Packets to alleviate the stresses associated with relocation and joining a new “Family.” Gather materials about the unit history and mission, local area, services available and benefits of belonging to the Army Reserve. Emphasize the availability and importance of the unit FRG. • Coordinate with the Family Readiness Liaison and Unit Administrator to obtain the names and phone numbers of New Soldiers and Family and make contact. Welcome each new Family with a phone call. Invite Family members participate in a New Family Orientation, join the FRG and find out how the FRG can best serve their needs. • Manage Unit’s Family Sponsorship Program. • Notify the FRG Leader of any particular Family problems or needs that are identified. Assist the FRG Leader in finding resources to resolve the issue or potential problem. • Add new Family members (including newly married spouses) to the FRG Telephone/E-mail Chain and FRG Newsletter mailing list. Make periodic contact with the Unit Administrator and FRL to keep list up to date.
Qualifications	<ul style="list-style-type: none"> • Willingness to develop a working knowledge of the Unit’s Family Readiness Plan and interest or experience in the FRG Program.
Supervision	<p>Commander – FRL/RDO – FRG Leader</p> <ul style="list-style-type: none"> • The FRG Leader supervises the Sponsorship Chairperson. The FRL will help in coordinating routine actions and unit support. • The Sponsorship Chairperson has no supervisory responsibilities unless additional FRG members volunteer to assist.
Orientation and Training	<ul style="list-style-type: none"> • Volunteer Orientation to the Army Reserve Volunteer Corps, Volunteer Orientation to the Unit. • Recommended: Attendance at Family Programs University or equivalent Family Readiness training.
Time Commitment	<ul style="list-style-type: none"> • Approximately 2 days per month.

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