

2-3 Field Artillery

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 Support Assistant (FRSA).
- 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.

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: 10 to 20 hours per week.

QUALIFICATIONS: Knowledge of family readiness programs, unit structure and procedures.

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 : _____

Signature: _____

Date: _____

2-3 Field Artillery

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 Support Assistant (FRSA).
- Acts as a company FRG spokesperson for communicating family members' concerns and ideas to the company commander and battalion level FRG.

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 8 hours per week. Schedule dependent on deployed status and other scheduled activities.

QUALIFICATIONS: Knowledge of family readiness programs, unit structure and procedures.

TRAINING: Classes provided through ACS (FRG Leadership Training, AFTB levels 1-3)

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: _____

Signature: _____

Date: _____

2-3 Field Artillery

POSITION TITLE: Company Co- FRG Leader

SUPERVISOR: Company Commander

OBJECTIVE: Assists the FRG Leader with 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 Support Assistant (FRSA)
- Acts as a company FRG spokesperson for communicating family members' concerns and ideas to the company commander and battalion level FRG.

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 8 hours per week. Schedule dependent on deployed status and other scheduled activities.

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 job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____

Signature: _____

Date: _____

2-3 Field Artillery

POSITION TITLE: Treasurer/Informal Fund Custodian and Alternate

SUPERVISOR: FRG Leader

OBJECTIVE: Serves as custodian for the FRG informal fund

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 commander and first sergeant in the chain of command.

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 month.

QUALIFICATIONS: Basic knowledge of accounting desired; Knowledge of banking procedures; Good math skills; well organized.

POSITION'S TERMS: *One-year commitment; must complete a required background check before handling any FRG funds.*

I agree to abide by this job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____

Signature _____

Date: _____

I also understand/authorize a background check needed in order to uphold the position of FRG treasurer. If the background check results pose a risk to my company, I understand that I need to resign from my officer position, but I can still be an active part of the "Provider" FRG.

Name: _____ Signature: _____

Date: _____

2-3 Field Artillery

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.

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: Approximately 10 to 12 hours per month

QUALIFICATIONS: Typing, spelling, grammar skills. Ability to write concisely.

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: _____

Signature: _____

Date: _____

2-3 Field Artillery

POSITION TITLE: FRG Newsletter Reporter

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.

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: _____

Signature: _____

Date: _____

2-3 Field Artillery

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.

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: _____

Signature: _____

Date: _____

2-3 Field Artillery

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.

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: _____

Signature: _____

Date: _____

2-3 Field Artillery

POSITION TITLE: Fundraising Chairperson

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.

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 _____.

Name: _____

Signature: _____

Date: _____

2-3 Field Artillery

POSITION TITLE: FRG Historian

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.

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 _____.

Name: _____

Signature: _____

Date: _____

2-3 Field Artillery

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 pre-deployment 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.

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 _____.

Name: _____

Signature: _____

Date: _____

2-3 Field Artillery

POSITION TITLE: FRG Key Caller

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 FRSA 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 EVALUATION:

Primary supervision is by the _____

Evaluation to be performed 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 job description and to have my phone number published for use by the Family Readiness Group of _____.

Name: _____

Date _____

Signature _____