

Statutory Positions Available:

Family Readiness Group Leader –

- Supports the commander's family readiness goals
- Provides overall leadership for the FRG
- Works together with the MPOC and FRSA in order to accomplish FRG goals
- Recruits other volunteers
- Identifies needs or unique problems of unit families
- Acts as unit FRG spokesperson for communicating family members' concerns and ideas to the unit commander

FRG Secretary –

- 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 and FRSA.
- Updates the contact roster with telephone numbers of new arrivals and reports changes to the FRG Leader and FRSA.
- Mails or distributes all FRG correspondence (including newsletter)

FRG Activities Chairperson/Events Coordinator –

- 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, MPOC and Commander.
- Prepares activity approval form and delivers to FRG Leader for commander's signature.
- Coordinates with the newsletter chairperson to advertise the event.
- Supervises in conjunction with the FRG Leader, the execution of the event; monitors activities to

FRG Treasurer/Informal Funds Custodian

- Maintains budget, funds and expenditure records.
- Organizes the FRG account, including setting up a non-interest bearing bank account under an EIN number.
- Helps the FRG Leader form a budget for funds to be used for the FRG.
- Is up to date and ensures compliance on all financial and fundraising training, policies and procedures.
- Helps to support the RDC mission when needed.
- Provides a copy of the Treasurer's report and bank statements to the Commander/MPOC, FRG leader and Brigade representative/ FRSA on a regular basis.