

POSITION DESCRIPTION
SOUTH DAKOTA NATIONAL GUARD
FAMILY READINESS PROGRAM
-FRG Secretary-
(Volunteer Position)
Revised: 10/2009

I. **Introduction.** The FRG Secretary is a statutory volunteer serving in an official capacity in direct support of the National Guard Family Program. The following is provided as guidance to aid you in serving as the secretary for your unit's Family Readiness Group. Examples of minutes can be found on the website <https://sdguard.ngb.army.mil>, then the Family Readiness link, then Family Readiness Groups or contact the State Family Readiness Office at 1-800-658-3930 // familyprogram@sd.ngb.army.mil

II. **Major Responsibilities.**

- A. Signs Volunteer Agreement (DD 2793). Original is filed at the State Family Program office and a copy at the unit.
- B. Registers on the joinservicesupport.org website and records volunteer hours.
- C. Records accurate minutes of meetings.
- D. Distributes information and correspondence to FRG Lead Volunteer and newsletter publisher.
- E. Maintains a FRG binder with copies of meeting minutes, agendas, sign-in sheets, evaluations and other pertinent FRG information as determined by the FRG.
- F. Maintains confidentiality and acts in a sensitive manner.

III. **Time Required.**

Depending on the frequency of meetings as determined by the FRG (monthly, quarterly, biannually), 1 to 3 hours each meeting.

IV. **Chain of Command/Concern.** FRG Lead Volunteer, Unit Commander, State Family Readiness Office

V. **Qualification Sought.**

- A. Ability to take accurate notes and keep records
- B. Organizational skills
- C. Maintains confidentiality and privacy
- D. Knowledge of the Family Readiness Program and the unit structure
- E. Believe in and supports the Family Readiness Program

VI. **Recommended Training.**

- A. Past experience
- B. Family Program Basic Volunteer Training