

**POSITION DESCRIPTION**  
**SOUTH DAKOTA NATIONAL GUARD**  
**FAMILY READINESS PROGRAM**  
**-FRG LEAD VOLUNTEER POSITION-**  
**Revised: 2/2011**

**I. Description.** The Family Readiness Group lead volunteer is a statutory volunteer serving in an official capacity in direct support of National Guard Family Programs and as a member of the unit commander's special staff. Collaborate and support the unit Commander in order to maintain a Family Readiness Program within the unit to help prepare Families for mobilization. Serves as link between commander and Families; conveys Families needs and concerns.

For further guidance/support contact the State Family Readiness Office at 605-737-6089 or familyprogram@sd.ngb.army.mil.

**II. Chain of Command/Concern.** Accountable to the unit commander and State Family Readiness Director or their representatives.

**III. Qualifications.**

- A. Believe in and support the National Guard Family Readiness Program
- B. Enthusiastic and positive with good communication and interpersonal skills
- C. Good organizational and supervisory skills
- D. Willing and able to take appropriate training for the position and update periodically
- E. Complete volunteer application process

**IV. Major Responsibilities.**

Assist the commander, the Unit, and Family Readiness Group (FRG) volunteers to ensure the following tasks are completed and maintained:

1. In collaboration with the unit commander, ensure a Family Readiness Plan (sanction) for the unit's FRG is completed and proper distribution is made.
2. Ensure the Family Readiness Group Telephone Tree and Email Distribution Lists are maintained.
3. Recruit family and service member FRG volunteers, ensure they complete volunteer application process, and provide them guidance and support.
4. Assist with the maintenance of the unit's Family Readiness Binder (unit Commander's purple binder) to ensure that it is complete and current for unit inspections.
5. If the FRG has a Checking Account, ensure the account is maintained according to guidance found in the Treasurer's Handbook.
6. Help ensure fundraising and donation guidelines are followed.
7. Help maintain a unit Family sponsorship program for new Families in the unit.
8. Help ensure Resiliency training for Families is incorporated into the Yearly Training Schedule for the unit and coordinated.

**FRG LEAD VOLUNTEER POSITION CONTINUED:**

9. Assist the commander and unit personnel in coordinating and presenting periodic, informational briefings to Family and service members.

10. Represent Guard Families in meetings, workshops and conferences.

11. Ensure required volunteer and FRG paperwork is completed and proper distribution is made, e.g. treasurer reports, FRG sanction, duty appointments, copies of newsletters, and telephone tree to the State Family Readiness Office, ATTN: Family Readiness Support Assistant

12. Assist the unit and other volunteers in planning and coordinating activities for unit members and their families.

13. Assist the unit during the unit's annual Soldier Readiness Processing Exercise by helping service members complete the Service Member Family Information Form (SDNG 600-12-11R)